The Steyning Centre, Fletchers Croft, Steyning
West Sussex, BN44 3XZ
Tel. 01903 812042
www.steyningpc.gov.uk

MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 20th JULY 2026 AT 7.30PM

Councillors Present : Cllrs Norcross {Chairman}, Hanson, Sharp, Foxwell, M Alexander, S Alexander, Bell, Linfield, Campbell, Lloyd and I Alexander.
Clerks in attendance : John Fullbrook.
Members of the Public : **38 {inc. District & County Cllr Victoria Finnegan, Wardens and Lead Youth Worker}**
Meeting commenced : 7.36 pm {Delayed due to having to rearrange seating because of large resident attendance}

MINUTES

ACTION

FULL/26/33 APOLOGIES FOR ABSENCE

33.1 Apologies were received from Cllrs Trundle, Ballance and Young.

FULL/26/34 DECLARATIONS OF INTEREST

34.1 Cllrs Sharp and I Alexander declared an interest in agenda item 10.6, as they were committee members within the Steyning & District Partnership, which had submitted a grant application. Cllr Campbell declared an interest in agenda items 10.2 & 10.3. – Councillor Accountability.

FULL/26/35 QUESTIONS FROM THE FLOOR {in summary}

35.1.1 ***Q –*** *Rodney Goldsmith- there were two questions raised.*
1/ At the Full council meeting on the 14th April 2025, under the heading of progress report, it was stated - *Chair and clerk to speak with representatives to discuss parish wide disability awareness & bring back to Full council - Ongoing. It's stated as ongoing at every month since and there is the project of "Making Steyning a dementia Friendly Town" which commenced in 2024. In the past 15 months there have been numerous matters involving disability issues which have not been dealt with, and it gives the impression that STC are not at all interested in residents who come under the "banner" of disability or dementia. If the Chair and Clerk are interested in these things what representatives and institutions have they met and when is the report going to be made.*

35.1.2 ***Response – Cllr S Alexander stated that members had made great efforts to influence the Glebe Fields developers so that they should consider dementia friendly design features and concepts during the planning of their new estate – and this had led to changes in their plans to benefit those with dementia. The Chair admitted that she had not had opportunity to do more, so far, in this endeavour.***

35.2.1 ***Q – 2/*** *Rodney stated the next question would be for the Wardens.*

35.2.2 ***R – The Chair suggested Rodney ask his question during the Wardens agenda item 7 (and he agreed)***

35.3.1 ***The Chair then suggested to the several members that had stated that they would want to speak either for or against a DMMO path modification diversion proposal at Maudlin Lane, that she would bring that agenda item forward and that they could be part of the discussion more appropriately during the item itself, and the residents generally agreed to this suggestion.***

FULL/26/36 MINUTES OF PREVIOUS MEETING

36.1 Cllr Norcross **proposed, seconded** by Cllr S Alexander that the minutes for the meeting dated the 15th June 2026 be accepted as a true and fair record. **Agreed. 9 For, 1 Against, 1 Abstained.**

FULL/26/37 MATTERS ARISING – These items were taken as read

37.1 Clerk to explain details of 'Questions from the floor' response to resident via email – **Actioned**
37.2 Cllr Finnegan to oversee Charlton St. substandard road repairs reappraisal and new repairs – **Actioned**
37.3 Cllr Finnegan to further investigate 'Pothole Posse' idea **– See item 41.1**
37.4 STC's External Audit response agreements & Full C. minutes taken back to External Auditors – **Actioned**
37.5 Newly agreed STC Finance Regulations published – **Actioned**
37.6 Clerk to continue to bring back question for Cllr concerning his behaviour **– Actioned/See item 42.3**
37.7 Clerk to respond to Local Governance Review consultation as per main agreements – **Actioned**
37.8 Clerk to inform Bramber PC and HDC regards STC Boundary change suggestion **– Actioned**
37.9 Clerk to convey STC's support for Bramber Brooks Parish Boundary change **– Actioned**
37.10 Cllrs to continue to consider a *last year legacy* for this Council **– See item 42.7**
37.11 Cllrs to consider Climate Action Group request for Room Hire discount at P&P Committee – **Actioned**
37.12 Next JPYC meeting date to be finalised and committee convened **– Actioned/ See item 43.3**
37.13 Asset Register & Land Register updating and Insurance cover amendments taken to F&GP – **Actioned**
37.14 STC to complete a Data Audit during the 2026/27 year – **See item 42.6**
37.15 STC Website accessibility Statement to be upgraded to WCAG 2.2 AA. **– See item 42.6**
37.16 Naming of Glebe Fields Estate roads matter taken to P&P Committee for resolution **– Actioned**
37.17 Youth service team to make future presentation to SPC Full Council – **Actioned / See item 38.1**

FULL/26/38 YOUTH SERVICE PRESENTATION

38.1 The Joint Parishes Youth Service Lead Worker, Vicky Heales, had been sent a PowerPoint presentation from two of the youth club members. Not because they had to, but because they wanted to. It was completely without prompting and showed pictures and commentary on some of the most recent sessions that the girls had really enjoyed. Subsequently Vicky thought with the girls permission she could present it to Full Council as there was no better way of showing how well the service was going. The girls were on hand to add their narrative, with assistance from Vicky.

38.2 The presentation was received very well by both the members and the large audience, and members suggested the presentation could be placed on the STC Website by way of a promotion. Members also received with gratitude the latest Youth Service monthly and quarterly reports, as well as the minutes from most recent JPYC meeting. **D. CLERK**

FULL/26/39 NEIGHBOURHOOD WARDENS REPORT

39.1.1 Members received the Wardens reports for June 2026. Ali and John were present and summarised some aspects of their work over the previous weeks, and to expand upon their report. Notably there had been great collaborative work with residents on Charlton street to avert an ongoing antisocial behaviour issue involving noise, and foul language, damage to cars and front doors as well. Doorbell camera footage had been shared and individuals identified with assistance from both Primary and Grammar school. Working with the PCSO there had been visits to students homes and the ASB had subsequently ceased.

39.1.2 Cllr Foxwell spoke about a concerning issue on the High Street with some traders being pressurised and threatened by individuals to sell up their Properties or Leases to enable a group to establish a *Vape* shop and potential illicit trading hub. The Wardens confirmed they were working with PCSO's and maintaining communications with existing traders to ensure they felt supported and that every effort would be made to identify these individuals.

39.1.3 ***Q -*** Rodney asked :- 'when you patrol the streets do you still issue a warning ticket/leaflet to vehicles that are causing an obstruction which includes the parking on the pavements and parking across dropped kerbs etc because this ASB causes, in some cases, dangerous incidents for pedestrians especially those using wheelchairs, mobility scooters, prams and buggies etc'.

A – Warden John said that they continued to do so, and as if to prove the point, produced some of these 'warning tickets' from his trouser pocket.

39.1.4 The Wardens were thanked for their report and excellent work in support of the community by the Mayor.

FULL/26/40 GOVERNANCE AND FINANCE MATTERS

Agenda Item 10.1 was brought forward

40.1 To receive an update concerning matters following the DMMO decision regarding the Maudlin Lane PROW 3802, and for members to consider agreeing or otherwise their continued support for the Bramber PC position.

40.1.2 There were statements and representations made from a number of residents objecting to a public path diversion pre-application consultation document. The author of the document spoke in support of it, and a discussion concerning the merits for, and the objections against, was strongly debated.

40.1.3 Those against the diversion application were in favour of a strict adherence to the DMMO decision from September 2024, which was to reinstate the footpath, as was, and to ensure it is a usable public right of way. The owner of the property was attempting to deal with a situation which for the most part occurred historically, when under previous ownership the garden and fence line had encroached upon the pathway. He was prepared to make concessions towards re-establishing the path to avoid an issue with the line of site and widening the route, by losing 8 square meters of his property and cutting back hedging plants and trees. One of the residents asked that supporting papers which detailed the arguments from both parties, be appended to the minutes to help clarify the situation and the Chair agreed this could be done. **CLERK**

40.1.4 Cllr Mike Croker who is a District Councillor and also a Bramber Parish Councillor, was asked to explain the Bramber Council's decision concerning the matter, and he kindly did so.

40.1.5 Steyning Town Council members appreciated that some movement had been made by the owner of the property in question, but were more concerned that the pathway should be of a width and orientation which would not preclude less able bodied users nor jeopardise safety.

40.1.6 Previously, Bramber PC had supported the pre-application for the diversion of PROW 3802 as proposed by the Ramblers Association, and this had been agreed unanimously by them.

40.1.7 However, Cllr Sharp **proposed, seconded** by Cllr I Alexander that {Based upon all the information from supporting papers, statements and representations made during this item} Steyning Town Council members will not be supporting the Bramber PC position on this matter. **Agreed 10 For, 1 Against**

FULL/26/41 REPORT FROM COUNTY & DISTRICT COUNCILLOR *(In Summary)*

Cllr Victoria Finnegan – update

41.1 **1. Local Governance Review** - The first consultation has closed and will be considered by Horsham District Council's Governance Committee. The draft proposals include transferring the Bramber Brooks Nature Reserve wholly into Bramber Parish, a change supported by Steyning Town Council. A second consultation will take place to confirm that responses have been correctly captured.

41.2 **2. Horsham Local Plan** - A new Planning Inspector has been appointed to oversee the examination. A consultation is underway on the main modifications to the Horsham Local Plan (2023-2040), including additional housing sites.
An early consultation has also commenced on the new Horsham District 2045 Local Plan.

41.3 **3. Local Government Reorganisation** - The Government has delayed its decision on proposals for West Sussex unitary authorities until no later than October 2026. Existing councils will continue operating until any future reorganisation, with current timescales still indicating new authorities taking effect in April 2028.

41.4 **4. CIL Grants** - Horsham District Council has allocated £7.2 million towards infrastructure projects, with £2.75 million remaining. **CLERK**

41.5 **5. West Sussex County Council -** New progressive alliance formed and working well.
A motion calling for fairer school funding for West Sussex was passed unanimously.

A separate motion to restrict council business to matters solely within the council's remit was not approved.

41.6 **6. Glebe Farm -** Monthly liaison meetings have been agreed. Ongoing discussions continue regarding construction impacts, planning amendments and resident concerns. **CLERK & Cllr Finnegan**

41.7 **7. Charlton Street/Sir George's Place/Mill Road -** Highways issues relating to road markings and drainage continue to be pursued.

41.8 **8. Newman Gardens Car Park -** Refurbishment works are expected to begin at the end of August. But bike racks installation had only minor support, due to cost of maintenance.

41.9 **9. Church Street Crossing -** Victoria has given her support for the proposed pedestrian crossing scheme.

41.10 **10. Wi-Fi -** Progress continues, including permit arrangements and discussions with Openreach regarding existing equipment. Cllr Finnegan and Clerk working closely with installers and contractors. **CLERK & Cllr Finnegan**

41.11 **Cllr Nicholas Marks –** Nick was not in attendance for this meeting.

FULL/26/42 **GOVERNANCE AND FINANCE MATTERS**

42.1 **In consideration of the recommendations from F&GP, Council to ask Cllr Campbell to be accountable for his most recent behaviour**

F&GP Committee had compiled 7 questions and asked that Cllr Campbell respond in writing before this meeting. He had not done so; therefore the matter was deferred until the next Full Council meeting **Cllr Campbell**

42.2 **Subsequent to a Councillors unsuccessful challenge to the HDC Sanctions procedure against him, will the Councillor now apologise to the Council and the Clerk for his behaviour.** **Cllr Campbell**

This matter was also deferred to the next meeting.

42.3 **To agree support for F&GP recommendations concerning the first installation phase of Steyning CCTV coverage**

42.3.1 After an exhaustive process of discussions on and off site with a number of contractors and service providers, the CCTV working party took preferred options noted within supporting papers to F&GP which then decided to recommend to Full Council Option 1 :**The 5-year Licence option**, but that the installation is completed within 3 phases, potentially over a three-year period. It was confirmed that the process involved agreeing to a preferred provider after seeing like for like quotes, but that subsequently the scope of works had progressed in line with technological advances, updated equipment and the Council's needs.

42.3.2 The first phase as per agreement at F&GP would include two permanent cameras fixed on the High Street {one fixed bullet and one dome} plus two roving cameras which would give initial flexibility in terms of installation locations.

42.3.3 Cllr S Alexander **proposed, seconded** by Cllr I Alexander that STC accepts the recommendation from F&GP, that this Council spends up to £20K (this is budgeted for) for the first phase of works, as well as the 5-year Licence option. **Agreed 8 For, 1 Against, 2 Abstained.** **CLERK**

42.4 **Update concerning the latest timeline for school site developments**

42.4.1 In discussions with the Grammar School Headteacher last week it was confirmed that there was no planned start date as yet for the school developments, as the planning permissions have as yet not been signed off by Horsham. There will however be some pre-enabling works taking place to begin before the end of July – and this will involve the erection of hoarding and meshed fencing panels. Then there will commence a programme of archeological digs over the summer period.

42.4.2 There is a planning meeting on the 4th August at HDC which may well determine if the redevelopment works are to go ahead or not, and a timeframe for said works.

The Clerk is still hoping to talk about the *Community Use Agreement* details with the school and HDC in due course. **CLERK**

42.4.3 In terms of the site being developed next to the Steyning Centre and involving Brotherhood Hall, there is another meeting now planned for the 29th July, @ 1pm in the Steyning Centre. **All Members**

42.4.4 All members are invited. This is a follow-up meeting to the site visit two months ago and will involve at least 4 members of the developer's design team, plus they are inviting along some residents who live close by. They intend to hold wider community events in due course**.**

42.5 **To consider a grant application and recommendation from the F&GP Committee** **CLERK**
The F&GP Committee received a late grant submission which was therefore considered under correspondence items and recommended for agreement to this Full Council.
Cllr S Alexander **proposed, seconded** by Cllr M Alexander that STC agree to the request from the Steyning & District Partnership to support the Food and Drink Festival 2026 event with a £500 grant. **Agreed 9 For, 2 Abstained.**

42.6 **Members to consider agreement for a company to provide web site accessibility advice, to achieve future statutory targets**
The internal auditor advised that following a change in regulations, STC needs to modify and update its website and potentially further amend some of its associated policies. These changes need to be made by the end of March 2027. The STC office has been going through its archives to dispose of unnecessary information in advance of a data audit which it hopes to carry out over the Summer recess, and following a recent WSALC teams meeting, the Clerk believes it is necessary to see if STC could appoint a consultant to help it achieve its aim of completing full accessibility compliance by the 2027 deadline.
The Clerk presented a confidential quote - supporting paper 10.7, showing members what services were available from consultants.
Cllr Sharp **proposed, seconded** by Cllr S Alexander that STC delegates responsibility to the Clerk to obtain further quotes from other companies (in regard to web site accessibility consultants). **Agreed** **CLERK**

42.7 **To consider the aspirations of this council and its members as it moves into the final year of this term**. There was little time left to discuss this matter, so it is deferred to the next meeting **CLERK**

FULL/26/43 **REPORTS FROM OUTSIDE BODIES**

43.1 **Cllrs Hanson & Young – Isolation and Loneliness/ PPG** – Nothing of note to report.

43.2 **Cllrs Johnson & Cllr S Alexander – Climate Action Group**. – Cllr S Alexander briefly summarised the contents of the recent meeting and made a number of proposals as per that committee's recommendations: **CLERK**

43.2.1 Cllr S Alexander **proposed, seconded** by Cllr Bell that STC continues its support of the widening of the Horsham Road footpath as part of the school development, and that the Clerk writes to the school to reaffirm its position in support of this fact. **Agreed**

43.2.2 Cllr S Alexander **proposed, seconded** by Cllr M Alexander that STC supports the amended High Street bike rack highways scheme and delegates its submission to WSCC, to the Clerk. **Agreed, 10 For, 1 Against**

43.2.3 Cllr S Alexander **proposed, seconded** by Cllr I Alexander that the Clerk be delegated to show STC's support for the local residents highways scheme submission to install a pedestrian crossing at the Church Lane junction (adjacent the Church entrance). **Agreed 9 For, 1 Against, 1 Abstained**

43.3 **Cllrs S Alexander, Sharp & Linfield – Joint Parishes Youth Committee –** No questions, as these matters discussed under item 38, above.

43.4 **Cllrs Young, I Alexander & Linfield – Joint Parishes Cemetery Committee** – Cllr I Alexander reported there had been a meeting, with minutes yet to be distributed, and also notably pointed out that the JPCC bank balance was now appreciably better than thought last year, as bank interest had not been accounted for, for some time. More details to follow.

FULL/26/44 **NOTIFICATION OF ONGOING ITEMS - To receive items which will be taken to next meeting** **CLERK**

44.1 Chair & Clerk to speak with representatives to discuss parish wide disability awareness & bring back Full Council
44.2 Clerk to organise meetings with school to discuss Community Use Agreement
44.3 STC to convene the Emergency Planning working party
44.4 NPPF updated Docs to be discussed by N. Plan Steering Committee
44.5 Data protection training to be arranged for Cllrs and Staff
44.6 Asset Transference negotiations to continue and to be overseen by the F&GP Committee

FULL/26/45 **CORRESPONDENCE AND INFORMATION ITEMS**

45.1 The Clerk reported that the Cricket Club planning application had been posted and will be considered by members at the Planning and Premises meeting on the 27th July (Next Week)

FULL/26/46 **DATE OF THE NEXT FULL COUNCIL MEETING: 14th SEPTEMBER 2026 at 7.30pm**

Meeting closed at 10.10pm ***(As there had been a short intermission after item 40)***

Signed by the Chairman …… Date 14th September 2026

A recording of this meeting (split into two parts due to short intermission) is available at the following links, but unfortunately there is currently no audio feed:-

Part 1 - ***https://youtu.be/U4FB1o_YXpY***

&

Part 2 - ***https://youtu.be/ZATjSHKUfIM***

The Steyning Centre, Fletchers Croft, Steyning
West Sussex,
BN44 3XZ
Tel. 01903 812042
www.steyningpc.gov.uk

Date published 15th July 2026

TO ALL MEMBERS OF STEYNING TOWN COUNCIL - YOU ARE HEREBY SUMMONED TO THE TOWN COUNCIL MEETING TO BE HELD ON MONDAY 20th JULY 2026 AT 7.30 PM AT THE STEYNING CENTRE

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THIS MEETING

GDPR Notice *: Following the Local Audit and Accountability Act 2014 and with regard to regulations on Access to Local Government Meetings, members of the public are advised that they have the right to film/record meetings of Steyning Town Council. Members of the public are also advised that by attending a meeting of Steyning Town Council they give their consent to being filmed/ recorded by other members of the public if such activity is taking place.*

AGENDA

{Timing references in brackets for each item are noted as a guide – As such therefore this meeting will likely take approx. 2 Hours 20 mins}

1.0 APOLOGIES FOR ABSENCE ***{1 minute}*** - To receive and accept apologies for absence

2.0 DECLARATIONS OF INTEREST ***{2 minutes}*** - Disclosure by Cllrs of their personal interests in regards matters on the agenda & whether the councillor regards their interest as prejudicial under the terms of the Code of Conduct.

3.0 QUESTIONS FROM THE FLOOR – ***{Up to 15 minutes}*** *(2 minutes per person) will be available for the public to make representations or ask questions. Please note that under Data protection regulations we ask members of the public to only state their name if they agree to their name being recorded in the minutes.*

4.0 MINUTES OF PREVIOUS MEETINGS ***{6 mins}***

4.1 To agree the minutes of the Full Council Meeting held on the 15th June 2026 as a true and fair record.

5.0 MATTERS ARISING ***{2 mins}*** **-** These items should be taken as read and do not need discussion unless specified

5.1 FULL/26/21.3 Clerk to explain details of 'Questions from the floor' response to resident via email – **Actioned**
5.2 FULL/26/25.4 Cllr Finnegan to oversee Charlton Street substandard road repairs reappraisal and new repairs – **Actioned**
5.3 FULL/26/26.8 Cllr Finnegan to further investigate 'Pothole Posse' idea **– See item 9.1**
5.4 FULL/26/27.1 STC's External Audit response agreements & Full C. minutes taken back to External Auditors – **Actioned**
5.5 FULL/26/27.1 Newly agreed STC Finance Regulations published – **Actioned**
5.6 FULL/26/27.1 Draft Equality Impact Assessment brought to Full C for agreement or amendment – **Actioned/Item 10.4**
5.7 FULL/26/27.2 Clerk to continue to bring back question for Cllr concerning his behaviour **– Actioned/See item 10.3**
5.8 FULL/26/27.5 Clerk to respond to Local Governance Review consultation as per main agreements – **Actioned**
5.9 FULL/26/27.5 Clerk to inform Bramber PC and HDC regards STC Boundary change suggestion **– Actioned**
5.10 FULL/26/27.5 Clerk to convey STC's support for Bramber Brooks Parish Boundary change **– Actioned**
5.11 FULL/26/27.6 Cllrs to continue to consider a *last year legacy* for this Council **– See item 10.8**
5.12 FULL/26/28.2 Cllrs to consider Climate Action Group request for Room Hire discount at P&P Committee – **Actioned**
5.13 FULL/26/28.3 Next JPYC meeting date to be finalised and committee convened **– Actioned/ See item 11.3**
5.14 FULL/26/30.8 Asset Register & Land Register updating and thereafter Insurance cover amendments taken to F&GP – **Actioned**
5.15 FULL/26/30.9 STC to complete a Data Audit during the 2026/27 year – **See item 10.7**
5.16 FULL/26/30.10 STC Website accessibility Statement to be upgraded to WCAG 2.2 AA. **– See item 10.7**
5.17 FULL/26/31.2 Naming of Glebe Fields Estate roads matter taken to P&P Committee for resolution **– Actioned**
5.18 FULL/25/30.6 Youth service team to make future presentation to SPC Full Council – **Actioned / See item 6.1**

6.0 YOUTH SERVICE PRESENTATION ***{10 mins}***

6.1 Brief report from the Youth Service Lead Youth Worker and a club member, and opportunity for Q&A.

7.0 NEIGHBOURHOOD WARDENS REPORT ***{8 mins}*** ***(See supporting papers).***

7.1 To receive the Neighbourhood Wardens report for June 2026 and opportunity to chat with the Wardens.

8.0 REPORT FROM DISTRICT COUNCILLORS ***{15 mins}***

8.1 Cllr Victoria Finnegan – (HDC) update

8.2 Cllr Nicholas Marks – (HDC) update

9.0 REPORT FROM COUNTY COUNCILLOR ***{10 mins}***

9.1 Cllr Victoria Finnegan – (WSCC) update

10.0 GOVERNANCE AND COMMUNITY MATTERS ***{60 mins}, (See supporting papers)***

10.1 To receive an update concerning matters following the DMMO decision regarding the **Maudlin Lane PROW 3802**, and for members to consider agreeing or otherwise their continued support for the Bramber PC position

10.2 In consideration of the recommendations from F&GP, Council to ask **Cllr Campbell to be accountable** for his most recent behaviour (see supporting paper for details of questions raised).

10.3 Subsequent to a Councillors unsuccessful challenge to the HDC Sanctions procedure against him, will the Councillor now **apologise to the Council and the Clerk** for his behaviour

10.4 To discuss and agree support for F&GP recommendations concerning the first **installation phase of Steyning CCTV coverage**

10.5 Update concerning the latest **timeline for school site developments**, and to agree any actions.

10.6 To consider a **grant application** and recommendation from the F&GP Committee and agree actions.

10.7 Cllrs to consider agreement for a company to provide **web site accessibility advice**, to achieve future auditory targets

10.8 To consider the **aspirations of this council** and its members as it moves into the final year of this term, and to agree any actions.

11.0 REPORTS FROM OUTSIDE BODIES ***{25 mins}, (See supporting papers)***

11.1 Cllrs Young and Hanson – Isolation and Loneliness / PPG update

11.2 Cllrs S Alexander - Climate Action Group – To receive latest meeting notes, and to agree any actions.

11.3 Cllrs S Alexander, Linfield and Sharp – To receive latest JPYC reports & meeting notes and to agree any actions

11.4 Cllrs I Alexander, Young and Linfield – JPCC Update following recent meeting and agree any actions

12.0 NOTIFICATION OF ONGOING ITEMS ***{1 min}***

To receive the following ongoing items – these will be taken to next Full Council meeting, with no discussion necessary

12.1 Chair & Clerk to speak with representatives to discuss parish wide disability awareness & bring back Full Council

12.2 Clerk to organise meetings with school to discuss Community Use Agreement

12.3 SPC to convene the Emergency Planning working party

12.4 NPPF updated Docs to be discussed by N. Plan Steering Committee

12.5 To meet representatives from Lassay-les-Chateaux and convene a working party to discuss potential twinning idea

12.6 Data protection training to be arranged for Cllrs and Staff

12.7 Asset transference negotiations to continue and to be overseen by F&GP Committee

13.0 CORRESPONDENCE AND INFORMATION ITEMS ***{3 mins}***

13.1 None at time of printing

14.0 DATE OF NEXT FULL COUNCIL MEETING: 14th SEPTEMBER 2026 at 7.30pm

John Fullbrook,
Chief Executive Officer (Clerk and Responsible Finance Officer) to the Council

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MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 15th JUNE 2026 AT 7.30PM

Councillors Present : Cllrs Norcross {Chairman}, Hanson, Sharp, Foxwell, Johnson, S Alexander, Bell, Campbell Young, Trundle, Lloyd and Ballance.
Clerks in attendance : John Fullbrook.
Members of the Public : **5 {inc. District & County Cllr Victoria Finnegan}**
Meeting commenced : 7.30 pm

DRAFT MINUTES

ACTION

FULL/26/19 **APOLOGIES FOR ABSENCE**
19.1 Apologies were received from Cllrs Linfield, M Alexander and I Alexander.

FULL/26/20 **DECLARATIONS OF INTEREST**
20.1 None

FULL/26/21 **QUESTIONS FROM THE FLOOR {in summary}**
21.1.1 ***Q –*** *Rodney Goldsmith- there were three questions raised.*
1/ *At the F&GP September 2025 meeting I was described by the clerk as a "usual suspect" who stated I was wasting STC's time & money because I complained to the External Auditor regarding 2 financial irregularities and an Equality Impact assessment at Chandler's way play area. However the 5th March report from the auditors upheld my objections. I have asked the Clerk and the Council for an apology and have been ignored. Is the council going to apologise to me this evening ?*
21.1.2 ***Response - The Chair said 'no' was the short answer. The point being that Mr Goldsmith had already received a response to his written complaint. The Clerk added that a Personnel Committee meeting was convened to consider his complaint and had agreed that it did not require an apology, and that therefore he certainly had not been ignored.***

21.2.1 ***2/*** *The clerk has had the auditor's report since 5th March. Why has it only been uploaded to the website today? and his follow up question was that all supporting papers needed to go out with at least three clear days' notice?*
21.2.2 ***Response - The Clerk stated this paper had been circulated to all Councillors on Friday of the previous week, and that it was not true that all supporting papers needed to go out with three clear days' notice.***

21.3.1 ***3/*** *The latest AGAR report shows the wages bill went up by 78% in 1 year and the Council's cash reserves went down by 25%. Can you please explain?* **CLERK**
21.3.3 ***Response – Cllr S Alexander stated that some of the increase of expenditure was down to the Youth service provision, and Cllr Sharp stated that part of the amount was due to the sickness benefit payment this year. The Clerk said he would have to check these figures.***

FULL/26/22 **MINUTES OF PREVIOUS MEETING**
22.1 Cllr Norcross **proposed, seconded** by Cllr S Alexander that the minutes for the meeting dated the 18th May 2026 be accepted as a true and fair record. **Agreed. 10 For, 2 Abstained.**

FULL/26/23 MATTERS ARISING – These items were taken as read

23.1 Clerk's office to publicise Town Council Logo designer winner acceptance – **Actioned**
23.2 Dep. Mayor to sign *'Acceptance of Office'* form – **Actioned**
23.3 Minutes to be amended before publication**– Actioned**
23.4 Clerk's Office to update *Committee and Group membership* literature **– Actioned**
23.5 Clerk's office to update Group and Panel Representation lists – **Actioned**
23.6 Clerk to check 'Chair' & 'Chairman' references in STC amended policies. Re-visit if needed **-Actioned**
23.7 Clerk's office to further amend if needed Policies, as per decision & then publish on Website-**Actioned**
23.8 Clerk's office to update Representation on Outside bodies list and advise groups – **Actioned**
23.9 STC General Power of Competence reaffirmed **– Actioned**
23.10 April Full C '*matters arising'* brought forward to June meeting **– Actioned (see below)**
23.11 External Audit report to be brought back for consideration **– See item 27.1**
23.12 Clerk to inform Wardens of Cllrs approval of their reports – **Actioned**
23.13 Cllr Campbell to apologise to the Council **– See item 27.2**
23.14 Cllr Norcross to relay decision of SPC to the Barristers – **Actioned**
23.15 Personnel Committee to be convened to deal with residents complaint and other matters – **Actioned**
23.16 SPC approved objection to School development be taken to HDC Planning Dept. **– Actioned**
23.17 Clerk to contact Sports England re loss of Sports facility decision **– Actioned**
23.18 Committee preferences to be compiled in advance of Annual Town Council Meeting **– Actioned**
23.19 Clerk's office to publicise workers canteen opportunity **– Actioned**
23.20 Clerk to agree with designer of logo, final agreed option – **Actioned**
23.21 Provision made for Flowers and bottle of wine to acknowledge and thank designer of logo – **Actioned**
23.22 'The peoples Emergency Briefing ' to be promoted to residents & Cllrs **– Actioned/ See item 28.2**
23.23 Clerk to inform Youth service providers that monthly report slightly too detailed **– Actioned**
23.24 CCTV working party be delegated to pursue updated quote **– Actioned**
23.25 Clerk's office to amend and publish STC email policy **– Actioned**
23.26 AGAR Section 1 to be published and placed on notice boards, and sent to External auditors **– Actioned**
23.27 AGAR Section 2 published, placed on notice boards, and sent to External auditors with additional notes on variance **– Actioned**
23.28 Notice of public rights published and placed on notice boards at the appropriate date **– Actioned**
23.29 Clerks Job title to change, and to notify groups and change paperwork as appropriate **– Actioned**
23.30 Clerk to convene Local Governance Review meeting **– Actioned / See item 27.5**
23.31 Each Chair to consider summarising committee's work during receipt of minutes process **– Item 29.0**
23.32 SPC to become a Town Council in May 2026 **– Actioned**

FULL/26/24 NEIGHBOURHOOD WARDENS REPORT

24.1 Members received the Wardens reports for April and May 2026, with thanks. They had been distributed previously and there were no items discussed.

FULL/26/25 REPORT FROM COUNTY COUNCILLOR *(In Summary)*
Cllr Victoria Finnegan – (WSCC) update

25.1 **1. Introduction** – Victoria listed the items and issues that as a County Councillor she would be responsible for in terms of residents and Town Council representation, as well as listing some of the induction training she would be taking part in. **CLERK**
25.2 **2. Grammar School -** There has most recently been an improved Ofsted report published
25.3 **3. Governance Review** – The review was launched in February and consultation completed the day of this meeting.
25.4 **4. Charlton Street** – Victoria is seeing engineers to help deal with concerns raised by residents since the recent micro asphalting works, which were acknowledged to be substandard. **CLERK**

FULL/26/26 REPORT FROM DISTRICT COUNCILLORS *(In Summary)*
Cllr Victoria Finnegan – (HDC) update

26.1 **1. HDC Local Plan 2023 - 2040** – The dates now tie up with the emerging Mid Sussex local plan and the Crawley plan, which is important when considering the unitary authority **Cllr Norcross**

position. New housing numbers are being discussed with at least 14,000 dwellings being considered in the Horsham district over the 14 year period, plus taking on 3,000 from the Crawley shortfall. New strategic sites are therefore being reconsidered.

26.2 **2. Governance Review** – 22 June consultation ends with HDC subsequently communicating with Parishes into August.

26.3 **3. High St Wi-Fi –** The civil works are due to be completed before end of this year, with equipment installed and services up and running from August 2027. Successful recent site meeting with installers and suppliers to discuss details has taken place, and the access to the Bus Shelter secure cupboard, and therefore electrical supply, now secured.

26.4 **4. Asset Transfers -** The most important point arising from meetings is that HDC are willing to transfer liabilities , but will not transfer income generating assets unless an equal amount of costs is notionally transferred. In terms of Car Parks, it was proposed that STC now meet once again with the HDC Car Park Manager as a first step towards resolution.

26.5 **5. Newmans Gardens Car Park redevelopment –** Works should commence before the end of Summer.

26.6 **6. Glebe Fields development –** STC have been asked to actively participate in the sites' new roads naming process. Residents' concerns about dust and noise issues are actively being dealt with by Victoria. Unfortunately the main planning contact at Vistry - John Longhorn, has taken early retirement, but other than that and despite poor press concerning the financial situation with the developers, all is progressing as per their proposed timeline. The onsite meeting which took place in April concerning boundary issues has yet to have the minutes of the meeting be approved and more widely distributed. There is to be another material amendment involving the earlier demolition of number 37 Kings Barn Lane because of a greater need for accessibility to water utility pipes.

26.7 **7. Cllr Questions –** Cllr Foxwell raised further concerns about Vistry finances, but there is no indication of local problems. Cllr Sharp floated the idea of potentially using *'Pot Hole posses',* as has been the case elsewhere. Cllr Finnegan will investigate further. **Cllr Finnegan**

26.8 **Cllr Nicholas Marks –** Nick was not in attendance for this meeting.

FULL/26/27 **GOVERNANCE AND FINANCE MATTERS** **CLERK**

27.1 **Members to consider the External Audit Report response, and subsequent F&GP recommendations and agree actions.**

27.1.1 The External Auditors issued a report on the 5th of March 2026 in relation to the year 2024 –25, and as a result of a number of communications from a resident who raised objections to the Steyning Councils' annual governance for that year. This was distributed as a supporting paper with the objections being highlighted, and with the external auditors consideration of both these objections and the Clerks subsequent responses, and then it specifies their recommendations to Steyning Town Council. The standard AGAR two-page external audit report was also distributed as a supporting paper, and there were similar notes concerning future 'best practice', plus the 4 recommendations. Cllr Sharp spoke in support of the Council's work so far in its attempts to amend processes associated with the issues raised by the objectors, and as per detailed within the External Auditors 5th March report. Indeed F&GP had discussed the matter at two meetings, the first being in September 2025, when the financial regulations were reviewed and a draft Equalities Impact Assessment was retrospectively completed for the Chandlers Way Play Park, and the committee's recommendations were noted in a separate supporting paper.

27.1.2 Subsequent to the work so far completed, there were 4 motions put forward for members consideration at this meeting.

27.1.3 Cllr Johnson spoke in support of implementing a more stringent policy in consideration of the procedure of dealing with the requirements associated with the Equality Act 2010, namely a process for the consideration of an Equalities Impact Assessment (EIA), and to that end had already drafted a policy framework and sent it to the Clerk.

27.1.4 The Clerk confirmed that this document would be taken to the next F&GP committee for potential approval, and fits with the F&GP's previous agreement, and members thought that an approved EIA document and procedure could be set up as a test run in consideration of the Chandlers Way project. The Clerk also confirmed that the reviewed financial regulations which dealt with the previous inconsistencies, had since been adopted by this Council in May.

27.1.5 Cllr Campbell spoke in support of his 27 page supporting paper distributed just before the meeting which was highly critical of the Council's attempts to rectify the issues so far, though spoke positively about the comments made in this meeting about the draft EIA policy document.

27.1.6 Cllr Campbell **proposed, seconded** by Cllr Johnson that STC, having been found by the auditors not to be complying with Financial Regulation 2.6, and F and GP having recommended the appointment of Cllr Simon Alexander as the independent councillor, he is now appointed to the role and charged with undertaking the reconciliations and making the reports provided for by that Regulation. **Not Agreed. 2 For, 6 Against, 4 Abstained.**

27.1.7 Cllr Norcross **proposed, seconded** by Cllr S Alexander that where STC was found to not follow its financial regulation 2.6, as it was following its Financial Risk Assessment guidelines instead, the F&GP committee has since rectified the inconsistency and the Council has endeavoured to follow this regulation, as it now conforms to the RA guidelines. **Agreed. 9 For, 2 Abstained, 1 Against.**

27.1.8 Cllr Norcross **proposed, seconded** by Cllr Sharp that STC agrees to the Financial Regulation amendments proposed by F&GP to item 6.7 and as per agreed during the F&GP Committee meeting in September 2025, and that the Council continues to maintain its best endeavours to comply with all elements of the STC Financial Regulations Policy. **Agreed 11 For, 1 Against.** **CLERK**

27.1.9 Members then considered in what format and scope the EIA's should be carried out. The Clerk cautioned against over complication and micromanagement and asked for a reasonable and pragmatic approach, whilst also stating that what had been agreed by F&GP already could simply be added to as it was thus far an easy and elegant approach.
Cllr Johnson **proposed, seconded** by Cllr Sharp that STC will consider a systematic equality impact assessment and checklist for all new projects, and the project would be modified after taking into account any necessary proportionate adjustments suggested by this assessment, and that notes, records or reports are kept as appropriate following this assessment, and that STC will consider whether an Equality Impact Assessment is needed with any new or changed policies, strategies, plans, functions, projects or systems. **Agreed. 11 For, 1 Abstained.** **CLERK**

27.2 **Subsequent to a Councillors unsuccessful challenge to the HDC Sanctions procedure against him, will the Councillor now apologise to the Council and the Clerk for his behaviour.** **CLERK**
Cllr Campbell again refused to apologise to Council and Clerk.

27.3 **Update from Cllrs in attendance at a meeting with the *Brotherhood Hall site* developers**
Council representatives were invited by the Schools Foundation to meet with the new owners of the Brotherhood Hall redevelopment site, and to briefly discuss their initial plans and aspirations with STC members. Cllrs Norcross, Sharp and Bell reported that the property developer, who is an ex-grammar school pupil, appeared to be very competent and has plans which at first reckoning appear to be very sympathetic with the needs and structural aesthetics of the town, off-setting the revenue associated with the new buildings, with the renovation and long-term maintenance of Brotherhood Hall. The Clerk added that there had been issues associated with site security, but that the developers had considerably

augmented perimeter barriers, had installed CCTV, and had most recently employed a security guard to cover most evenings.

27.4 **Update from the Mayor regarding a meeting with the School Foundation committee and the Grammar School Head Teacher regarding the latest timeline for school development, and on plans concerning the Fletchers Croft derelict house**

There were ongoing discussions between WSCC and the Foundation concerning the Fletcher's Croft derelict house and whether at some point in the future it might be of more use to the community. Either way the Foundation are keen that this Council be kept abreast of developments, and the Mayor signalled the Councils enthusiastic acceptance of this offer.
In terms of the timeline for construction of the main school building programme, there had been a small delay, but it is hoped that works would still begin before the end of the summer recess.

27.5 **Local Governance Review (LGR) – To receive recommendations and proposals from recent meetings and to consider whether STC agrees to a boundary change which would potentially place the whole of Bramber Brooks Nature Reserve area from Steyning Parish, and into the Bramber Parish.**

27.5.1 A meeting was convened on the 1st June to discuss the LGR involving Councillor and Clerk representatives from STC and Wiston, Ashurst, Bramber and Upper Beeding Parish Councils. Supporting paper 9.5 summarised what was discussed and what those present agreed at that time to take as a recommendation to their prospective Councils in terms of what any joint response should look like.

27.5.2 *Members stated the joint submission should include the following:*

- *the 5 councils support retaining the current parish/town council structure and identities;*
- *No change of Parish names (Steyning had already changed its name to a Town Council); No merging of Councils; No change in numbers of Councillors for each Council; No sub division into smaller Parish Wards, nor Ward boundary changes being required.*
- *the councils value existing collaborative working and wished to continue with this;*
- *the area covered by the 5 Parishes should be recognised as* ***'Rural, and as a gateway to the South Downs****;*
- *the council representatives wished to ensure that parish and town councils have clear routes to influence any future unitary authority arrangements.*
- *Members agreed that individual councils should also submit their own separate responses, which reflected the agreement of this joint working party.*

27.5.3 Subsequent to this meeting however, Bramber Councillors further considered 3 potential boundary change amendments – all involving land bordering Steyning. **CLERK**
At their last Full Council meeting, they decided that two out of the three although seemingly reasonable small amendments to the line of the boundary to for example avoid cutting properties in half, were considered potentially too controversial. They did however agree to propose one amendment, and this was to extend the line of their boundary into the Steyning Parish so that it would fully encapsulate the Bramber Brooks nature reserve. **CLERK**

27.5.4 Some Councillors started to consider whether it might be prudent for STC to support a boundary change involving the grassed area known as Clays Field potentially being transferred from Bramber Parish to Steyning Parish.

27.5.5 Cllr Johnson **proposed, seconded** by Cllr Young that STC supports Bramber Parish Council's suggestion that Bramber Brooks becomes part of Bramber Parish. **Agreed 11 For, 1 Against.** **CLERK**

27.5.6 Cllr Sharp **proposed, seconded** by Cllr Johnson that Steyning Town Council approach Bramber to discuss the possibility of assigning responsibility for Clays Field to Steyning Town Council by moving the boundary to encompass that part of *Clays Field* which is open space/ grassland. **Agreed 8 For, 3 Against and 1 Abstained** **CLERK**

27.5.7 Cllr Norcross **proposed, seconded** by Cllr S Alexander that other than, and subject to, the movement of Bramber Brooks into Bramber Parish, that Steyning PC approves all of the considerations noted within the supporting paper {noted above in italics}, and that they are to be submitted as part of this {LGR} consultation. **Agreed** **CLERK**

27.6 **To consider the aspirations of this council and its members as it moves into the final year of this term** **CLERK**

The Clerk reported for members information, in consideration of this year's project wish list which is due to be finalised with accompanying annual Business and Finance plans at the next F&GP meeting on July 7th.

Beyond this, members were asked to begin to consider the fact that with this being the final year of this four year cycle, what legacy they want to leave, what they would hope the new Council will seek to move forward on and how they might best prepare for any potential new incumbents/ councillors next May.

FULL/26/28 REPORTS FROM OUTSIDE BODIES

28.1 **Cllrs Hanson & Young – Isolation and Loneliness/ PPG** – Cllr Young reported that there was a meeting convened for the week after this meeting.

28.2 **Cllrs Johnson & Cllr S Alexander – Climate Action Group**. – Cllr Johnson noted that the film 'The People's Emergency Briefing' which is to be shown at the Steyning Centre on the 24th June was now fully booked and is free, but therefore as a loss to Greening Steyning. This being an event supported by STC, Vicci asked therefore if STC would consider giving the group a discount for the Room Hire Charge. It was suggested that the Planning and Premises Committee be asked to consider this request. **CLERK**

28.3 **Cllrs S Alexander, Sharp & Linfield – Joint Parishes Youth Committee –** No questions arose from the April monthly youth service report, and it was stated that the next meeting was due to be convened in early July, when dates could be agreed amongst the other Parishes. **CLERK**

28.4 **Cllrs Young, I Alexander & Linfield – Joint Parishes Cemetery Committee** – Cllr Young updated that there was a meeting scheduled for July, date TBC.

28.5 **Cllr S Alexander & I Alexander – Wardens Steering Committee** – Cllr S Alexander reported that after a long period of recovery due to an injury, Warden Ali Page was back on duty, and that during her absence both the Supervisor, and Wardens from other areas, shared cover responsibilities. It was also stated that the Wardens would be moving their base to the Steyning Centre imminently.

FULL/26/29 COMMITTEE MINUTES TO BE RECEIVED BY FULL COUNCIL

29.1 **Community Committee**

Cllr Norcross **proposed, seconded** by Cllr S Alexander that STC receives the minutes and draft minutes from the meetings held on the 3rd Feb., 3rd March, 5th May and the 2nd of June 2026. **Agreed**

29.2 **Finance & General Purposes Committee**

Cllr Norcross **proposed, seconded** by Cllr Sharp that STC receives the minutes and draft minutes from the meetings held on the 13th Jan., 10th March and the 14th April 2026. **Agreed**

29.3 **Planning and Premises Committee**

Cllr Norcross **proposed, seconded** by Cllr Ballance that STC receives the minutes and draft minutes of the meetings held on the 27th Jan., 23rd Feb., 23rd March, 27th April, and the 26th May 2026. **Agreed**

29.4 **Personnel Committee**

Cllr Norcross **proposed, seconded** by Cllr Lloyd that STC receives the draft minutes from the meeting held on the 1st May 2026. **Agreed**

FULL/26/30 **NOTIFICATION OF ONGOING ITEMS - To receive items which will be taken to next meeting**

30.1	Chair & Clerk to speak with representatives to discuss parish wide disability awareness & bring back Full Council
30.2	Youth service team to make future presentation to SPC Full Council
30.3	Clerk to organise meetings with school to discuss Community Use Agreement
30.4	SPC to convene the Emergency Planning working party
30.5	NPPF updated Docs to be discussed by N. Plan Steering Committee
30.6	To meet representatives from Lassay-les-Chateaux and convene a working party to discuss potential twinning idea
30.7	Data protection training to be arranged for Cllrs and Staff
30.8	Asset Register & Land Register updating and thereafter Insurance cover amendments taken to F&GP
30.9	STC Website accessibility Statement to be upgraded to WCAG 2.2 AA
30.10	STC to complete a Data Audit during the 2026/27 year

FULL/26/31 **CORRESPONDENCE AND INFORMATION ITEMS**

31.1 A meeting with **HDC to discuss potential Asset Transference** was convened on the 11th June, with STC Mayor, STC Deputy Mayor, Cllr S Alexander, Clerk, Deputy Clerk and Cllr Finnegan attending. The main focus of the discussion was centred around potential Car Park transferences, with the general feeling from those present being that HDC seem happy to off load financial liabilities but without any financial assistance to look after them subsequently, nor were they willing to part with any income generating assets without these being offset by an equal amount of cost associated with service delivery. The F&GP committee will continue to deal with what is to be discussed and move the process forward. **CLERK**

31.2 Vistry have asked for STC's assistance in the **naming of roads at their Glebe Fields development**. This matter is to be taken to Planning and Premises Committee for their views and to possibly seek assistance from appropriate local groups**.** **CLERK**

FULL/26/32 **DATE OF THE NEXT FULL COUNCIL MEETING: 20th JULY 2026 at 7.30pm**

Meeting closed at 9.37pm

Signed by the Chairman …… Date 20th July 2026

A recording of this meeting (split into two parts due to error in recording) is available at

Part 1 - https://youtu.be/PtAWm_NnkaU

&

Part 2 - https://youtu.be/Zr61bbdH6oQ

Warden Monthly Report

STEYNING, BRAMBER AND UPPER BEEDING

JUNE

Hi vis Patrol hours TOTAL:	**68.5**	**ASB incidents TOTAL:**	**5**
Foot - Steyning/Bramber/Upper Beeding	49.5	Noise	1
Vehicle - Steyning/Bramber/Upper Beeding	19	Neighbours	2
Notices/warnings TOTAL:	**4**	Driving/vehicles	2
Verbal warning	2	Bicycles	0
Parking alert	2	E-scooters	0
Yellow card warning (ASB)	0	Alcohol	0
Community Protection Warning/Notice	0		
Fixed Penalty Notice	0	**Clear up/disposal reports TOTAL:**	4
Reports into Police TOTAL:	**5**	Fly tipping / flyposting	1
Phone (including 101 and 999)	0	Graffiti	1
Online	2	Dog fouling	0
Intelligence report	1	Litter	0
Verbal	2	Drug litter	0
		Hazards	2
Media Reports TOTAL:	**8**		
Press release/Community magazines	2		
Social media posts	6	**Community events attended**	13
Admin	15.75	**School contact**	3
Vulnerable people welfare checks	11	**Youth engagement**	5
Signposting	4	**Reports to DVLA**	1
Safeguarding referral	2	**Reports to Operation Crackdown**	1

ASB crime

Steyning:

- We met with a resident whose property backs on to the old School site in Church Street. She is concerned that people have been going on to the site via her back gate. We met with the new owner of the site. He has informed us that he has employed random security dog patrols to patrol the area. The site has had hoarding erected which should make unwanted access more difficult. We will also monitor the area on our patrols.
- The Police received a call regarding a disturbance that took place in Toomey Road. It was alleged that a female was making threats in the Road itself. Together with our PCSO, we knocked on doors in the Road to try and find any witnesses to this event. One witness did come forward but was out when we called. This will be followed up by the Police.
- We received a phone call of a group of people kicking doors along Charlton Street between 9-10:30pm. The following day a football was kicked at a parked car along Charlton Street, no damage was caused but it was antisocial in nature. We recognise some of the group but do not know their names. We have sent the images to the school and PCSO to identify.
- We received a report and images from Ring doorbell of a person that had walked through a property late at night. Nothing was stolen. We visited the resident that made the report. They have already reported this to the police.

Bramber:

- We have been carrying out regular patrols of Bramber Castle and the surrounding area. We have not come across any litter. Some dog walkers are asking for pooh bins to be put in the area.

Upper Beeding:

- We received some information from two separate residents who live in Upper Beeding. There is a lot of shouting (arguments) coming from an address adjacent to them. We visited the residents that raised the concern and have identified the house where the shouting is coming from. One believes this could be attributed to domestic violence. There is a small child that lives at the address who can be heard sobbing and screaming. We will investigate further. **Update: We have informed the Police and sent a safeguarding referral to West Sussex County Councils Safeguarding referral team.**
- We received a message regarding trees which had been cut down in the skate park area of Small Dole. There is an electricity substation in situ. It seems this has been approved works to clear the trees, vegetation from the front of the substation.



<u>UPDATES FROM MAY:</u>

- *We have identified two youths who are displaying signs of ASB by knocking on doors and running away.* ***Update: After the parents were informed, this behaviour has ceased.***
- *We were contacted regarding damage being caused to a fence.* ***Update: We called in on the owners of the fence backing on to this property who assured us this isn't criminal damage. Badgers are the cause of the damage!***
- *We were called to visit a barbers shop in Steyning High Street. The barber was very concerned that for the past few months he has been visited by different gentlemen on a regular basis asking to buy his shop and acting in an intimidating manner.* ***UPDATE: We visited the barber with the PCSO. We gave him a CCTV poster to put on a display as a visual deterrent. The PCSO encouraged him to call the police, and we made enquiries in other shops to see if they had also been visited. We will continue to visit for reassurance. To date, no repeat visits by these people has happened.***
- *While on a joint patrol with the PCSO we visited the Co-op. They were able to show images of people that are shoplifting on a regular basis. We were not able to identify them, but the PCSO will follow leads to try and find out their names.* ***Update: Still ongoing but a significant reduction of shoplifting has occurred.***
- *We were informed that there would be a party at the rifle range for year 9 and 10 students. We passed the information onto the PCSO as it was on a day we were not on shift.* ***Update: We are working with the Downland scheme to patrol and monitor this area.***
- *Drug paraphernalia was reported to us from a trustee of the Steyning Festival. We have reported this to the Police; we will also keep an eye on the festival as much as we can.* ***Update: No further drug paraphernalia was reported.***
- *The young lady that was living with Autism and Post Traumatic Stress Disorder was visited by us with our PCSO.* ***Update: This lady now has a Pegasus card. This lets the Police know she struggles with communicating with them should they approach her. Details of her condition have been put on the Police system, and it was agreed by this lady that her picture can also be used on the system. Hopefully, this will go a long way to help all concerned.***

Parking/vehicles

Steyning:

- We were contacted by a resident that needed to gain access to part of their garden which had been blocked by a parked car. The car was reported to have been parked for 5 to 6 weeks without moving. We passed on the details to the PCSO who was able to make further enquiries. If the owner was local, they will make contact and ask for the car to be moved to gain access to the garden.
- We were contacted regarding the parking along the High Street. Unfortunately, we as Neighbourhood Wardens do not have the powers to enforce with parking offences. We signposted the resident to Horsham District Council to pass on their feedback to the Parking team.
- We witnessed a Sur-Ron moped being driven along Steyning High Street. This bike had two young people on it (Both are known to us). There is some confusion regarding the law around using these bikes on the road, we are confident that in this particular instance this is illegal behaviour. We are checking our dash cam and have involved our PCSO (Tracy). More to follow.
- We received a report of a Moped parked strangely in Kings Stone Avenue. The bike has valid Tax and a valid MOT. The bike is not causing an obstruction, but we will see if we can speak to the owner to ask them not to park so close to the corner. **Update: The Moped had gone the following day.**

Bramber: Nothing to report.

Upper Beeding:

- We have patrolled around Upper Beeding Primary School due to irresponsible parking by parents. We are still trying to educate them regarding their parking.
- We assisted a resident with an enquiry he had regarding his Blue Badge. We contacted Horsham District Council ourselves to resolve the problem for our resident.

Fly tipping/littering/graffiti

Steyning and Bramber: Nothing to report.

Upper Beeding:

- One of our Councillors reported some fly tipping in the Twitten, off Manor Road. The materials come from an address that we have already visited, asking them not to use the Twitten for storage etc.
  On this occasion, we spoke to the builder working on the property. He said it was flashing for the extension. He has been informed he can't use the Twitten as a place to leave materials. It can be deemed as fly tipping as it had been there for at least two weeks. He did apologise and moved the materials into the property whilst I waited. There is some waterproofing that will need to be cut back once the job is completed. We hope this will be an end to the matter.



Community engagement/events/meetings

Steyning:

- We had a meeting with the coordinators for the Steyning Festival to discuss what worked well/needs improving for the next festival in 2 years' time.
- We attended a multi-agency meeting to discuss a recent survey of St Cushman's Road. We were also joined by a student on work experience.
- We held a drop-in at the Leisure Centre and were joined by Age UK officers.



- We were asked to give a talk at the Older Peoples Forum meeting which was held at the Steyning Centre. We set up a PowerPoint presentation explaining the role of a Neighbourhood Warden, how to contact us and what we are responsible for. Although the forum wasn't well attended, we feel this is something we would like to continue doing in the future.
- We held our monthly board games café at the Penfold Hall. This has always been a great way for the most socially isolated residents to meet up for a cuppa and a chat.
- We were invited by Steyning Primary School to deliver a talk on Independence, staying safe when out in SBUB and how to deal with different incidents they may come across E.G: Witnessing bullying, littering, fighting amongst other things. The PowerPoint presentation went down really well. We made sure there were lots of ways for the students to engage with us and to give their own opinions. We held two sessions with approximately sixty children. Feedback from the Teacher who sat in with us was for very positive.
- We attended the Good Grief café at the Penfold Hall. This is such a worthwhile event to get involved with. We are hoping a couple more residents will attend our Board Game Cafés.

- We hosted the Drop-In session at Dingemans Court for the residents that live there.
- **Please see below (Upper Beeding), under the heading "Friendship Lunch."**

Bramber:

- We attended the Repair Café this month. Good to see the volunteers and residents at this event.
- **Please see below (Upper Beeding) under the heading "Friendship Lunch."**

Upper Beeding:

- We held our weekly drop-ins at the Hub, Upper Beeding.
- We hosted the board games club at the Churchside Café, Upper Beeding. This is a really good way of meeting our local residents whilst having some fun.
- We assisted with the Friendship lunch at the Hub. Forty-five residents across SBUB had lunch. This event is always a great opportunity for us to engage with the residents. We have some complaints to follow up on for these residents. One complaint may be related to domestic violence. We will investigate this further. The residents were pleased to see us and always ask if we can come again. We have informed everyone of all the events taking place in the SBUB area.
- We attended Upper Beeding Primary Schools summer fayre. We joined forces with the Police and PCSO. Lovely day, lots of residents present.

Patrols (foot/visible and car)

Steyning

High Street
Bus Shelter
MPF
Fletchers Croft
Schools
Mouse Lane

Bramber

Bramber Castle and nearby footpath/train line signs
Botolph's Church

Upper Beeding

Smugglers Lane
Playing field
Small Dole skate park
Beeding Hill/Truleigh Hill
Adur Valley Court
After school patrols

Older, vulnerable people and youth

The Joint Parish Youth Club is arranging some trips in August for its members. They have asked for our support with assisting with transport.

Steyning:

- While hosting our day at the Steyning Festival. A resident spoke to us about visiting their mother as she is isolated and elderly. We passed on our details and have arranged to visit over the next coming weeks to introduce ourselves.
  Update: We paid a visit to this residents Mother. She was pleased to see us and happy to talk to us about her life. She enjoyed showing us letters of thanks from different members of the Royal Family. This lady writes poetry and was over the moon to read these to us. She is 98 years of age. It was our pleasure to meet her. We will continue to pay her a visit when we can.

- We, together with our PCSO revisited the resident who is living with Autism and PTSD and er family. Since our last visit, this young lady has applied for a Pegasus card. We provided her with activities within the local area that she could attend. She has started her counselling, which is going really well. Through our PCSO, there is now a marker and photograph on the Police system which explains this person's behaviour and more importantly the causes of it. We hope this will assist all concerned if they are ever called out to investigate any reports of her having a further episode. The family were really positive regarding this course of action. We have informed Mathew from the Steyning Downland Scheme. Our resident does walk on the downs; we felt it was important to let him know how to treat her in case he came across her. The family also have his contact details.
- We received a call from a resident who was concerned about her next-door neighbour who she hadn't seen for a couple of days. We paid him a visit and apart from the heat he was ok. He does have medical conditions and has recently had to give up his driving licence which has left him feeling upset. His front garden is overgrown and makes it impossible for anyone to walk along the pavement outside his house. He is not fit enough to maintain the garden, so Saxon Weald have been informed. Hopefully, we can get this cut back.

Bramber: Nothing to report.

Upper Beeding:

- The staff at the NISA shop raised a concern with us over a vulnerable person that is getting confused when they are coming into the shop. They are buying the same thing over and over again. We notified their scheme manager and social worker.

Dog related issues

Steyning and Upper Beeding: Nothing to report.

Bramber:

- We received a report that a dog had been attacked for the second time by the same dog while walking along the river. We advised the owner of the dog that had been attacked contact the police to make a report. We took a description of the owners and the dog responsible. We will patrol the area at the time the owners are seen and see if we observe the dog not under the owners' control. We will take reasonable action which may be engagement, education or making a police report if needed.

Cycling

Steyning:

- We had a chat with three young people who were riding their cycles outside the Steyning Parish Hall and in and around Fletchers car park. They were using the steps to ride down outside the hall. Words of advice have been given not to do this. We will monitor the area.

Bramber and Upper Beeding: Nothing to report.

Parish specific/other

We have now moved office. We are no longer in Steyning Police Station, we are based in the Steyning Centre.

Steyning and Bramber: Nothing to report.

Upper Beeding:

- We attended the Parish Council meeting this month. We were really pleased to receive such a positive response to what we are doing in Upper Beeding. We have asked the Parish Council to let us know if there is anything they need us to prioritise on. The meeting went well. We feel supported by our Councillors and Clerk.

You can reach us the following ways:

Alison Page: 07734 387889

John Sampson: 07734 387888

SBUB.wardens@horsham.gov.uk

How/where to report:

Litter issues can be reported to HDC:
You can report a damaged or overflowing litter **bin**:
https://www.horsham.gov.uk/waste-recycling-and-bins/litter-and-street-cleaning/report-a-damaged-or-overflowing-litter-bin

If you witness **fly tipping in action**, please call Sussex Police and, if possible, provide them with the registration of the offending vehicle and subsequently any relevant dashcam footage you may have.
You can also report any fly-tipping you find to HDC at: https://www.horsham.gov.uk/waste-recycling-and-bins/litter-and-street-cleaning/fly-tipping

Graffiti can be reported directly to Horsham District Council via their website: https://www.horsham.gov.uk/waste-recycling-and-bins/litter-and-street-cleaning

Dog related incidents:
https://www.horsham.gov.uk/report/dog-attacks
Stray Dogs can be reported to the HDC contractor on **07512 089777 but they must already be contained.**
https://www.horsham.gov.uk/environmental-health/stray-dogs

10.0 GOVERNANCE AND COMMUNITY MATTERS – Briefing Notes

10.1 Update concerning matters following the DMMO decision regarding the Maudlin Lane PROW 3802, and for members to consider agreeing or otherwise their continued support for the Bramber PC position

Briefing Notes:
There are further supporting papers attached for members consideration:-
10.1.1 *– A two page excerpt from the Bramber Parish Council Minutes from their most recent meeting in which the Maudlin Lane PROW 3802 diversion proposal was discussed and decision made.*
10.1.2 *– A copy of the PROW 3802 proposed diversion application (inc. drawings)*
10.1.3 *– A copy of the original WSCC DMMO Decision notice*
10.1.4 *– Confidential supporting paper – Residents briefing note lobbying against proposal*
10.1.5 *– Confidential supporting paper – Residents letter in support of proposal*

Bramber PC submitted a joint DMMO application some years ago on STC's behalf concerning this matter, and members are asked either to agree a motion to continue to show support for their position following a diversion proposal, or to take an opposing view, and remove STC support for their position.

10.2 In consideration of the recommendations from F&GP, Council to ask Cllr Campbell to be accountable for his most recent behaviour

Briefing Notes:
The F&GP committee have unanimously agreed to propose that Cllr Campbell respond to a series of questions raised and sent to him on the 14th July {Confidential supporting paper 10.2}, in so far as members thought that holders of public office ought to be accountable for their actions, and that they are querying if it's in the residents' interest to continue to be spending Council funds to satisfy his needs.

10.3 Subsequent to a Councillors unsuccessful challenge to the HDC Sanctions procedure against him, will the Councillor now apologise to the Council and the Clerk for his behaviour

Briefing Notes:
The Council continues to await an apology, and this item represents an opportunity to do so.

10.4 To discuss and agree support for F&GP recommendations concerning the first installation phase of Steyning CCTV coverage

Briefing Notes:
After an exhaustive process of discussions on and off site with a number of contractors/ service providers the CCTV working party took preferred options noted within supporting paper 10.4.1. F&GP then decided to recommend to Full Council that option 1 ***The 5-year Licence option*** *should be the one that our Council move forward with, but that the installation is completed within 3 phases, potentially over a three-year period.*
The first phase as per agreement at F&GP would include two permanent cameras fixed on the High Street {one fixed bullet and one dome} plus two roving cameras which would give initial flexibility in terms of installation locations.
The F&GP agreement was as follows ***F&GP recommend to Full Council that STC spend up to £20K (that we have budgeted for) for the first phase of works to include High Street installation and the first mobile camera units, as well as the 5-year Licence option.***

Supporting paper 10.4.2 was another last-minute option put forward by the CCTV company also for members consideration if necessary.

10.5 Update concerning the latest timeline for school site developments

The Clerk will give a short report for members and residents

10.6 To consider a grant application and recommendation from the F&GP Committee.

Briefing Notes:

The F&GP Committee received a late grant submission which was therefore considered under correspondence items and recommended for agreement to this Full Council. Please see the supporting paper – 10.6 for further details.

10.7 Cllrs to consider agreement for a company to provide web site accessibility advice, to achieve future auditory targets

Briefing Notes:

The internal auditor advised that following a change in regulations, STC needs to modify and update its website and potentially further amend some of its associated policies. These changes need to be made by the end of March 2027. The STC office has been going through its archives to dispose of unnecessary data in advance of a data audit which it hopes to carry out over the Summer recess, and following a recent WSALC teams meeting, the Clerk believes it is necessary to see if STC could appoint a consultant to help it achieve its aim of completing full accessibility compliance by the 2027 deadline.

Confidential Supporting paper 10.7 shows members where we are at, currently, and we will now go to our Data protection liaison to see how much they can do for us, assuming they can, and for how much.

This item is therefore for members consideration, and it is hoped might lead to the Clerks office being delegated with responsibility to proceed with a preferred supplier at a best value cost.

10.8 To consider the aspirations of this council and its members as it moves into the final year of this term.

Briefing Notes:

The Supporting paper 10.8 is an updated and agreed STC Business Plan for 2026/27 for members' information. It shows which projects have been approved to be actioned over and above the many service agreements and more standard services as per the Councils' Strategic Plan for the following year.

Beyond this, members are asked to continue to consider the fact that with this being the final year of this four year term of office, what legacy they would like to leave, and what they would hope the new Council will seek to move forward on, and how they might best prepare for any potential new incumbents/ Councillors next May (Should any member not be standing for re-election, or not being re-elected if they are!).

Item 10.1.1

Update concerning matters following the DMMO decision regarding the Maudlin Lane PROW 3802, and for members to consider agreeing or otherwise their continued support for the Bramber PC position

Briefing Note

Below is an excerpt from the Bramber Parish Council Minutes from their most recent meeting in which the Maudlin Lane PROW 3802 matter was a discussed and decision made. {Highlighted}

120 b PROW 3802 – realigning the path between Coombe Drove (Bramber Parish) and the foot of Bostal Road (Steyning Town). The proposed diversion plan had been circulated to councillors prior to the meeting and was displayed at the meeting for purposes of the discussion.

The owner of Penland Cottage, Bramber Road, outlined the background to the current pre-application for a diversion to the path shown on the Definitive Map:

The owner purchased the property in 2006 and in 2009 the footpath was tarmacked to facilitate easier access from Coombe Drove into Steyning. In 2024 a Definitive Map Modification Order (DMMO) confirmed that the public right of access existed through the curtilage of Penland Cottage, but due weight should be given to privacy, security and safety; also, authorities should be predisposed to make a diversion order where the legislative tests are met.

With the aim of finding the best solution for all parties, the owner consulted West Sussex County Council (WSCC) which suggested removing the 'dog leg' section in the path. Residents however still had concerns about insufficient light and clarity of vision along the path. In consultation with the Bramber resident who led the campaign to establish a public right of way, a longer path re-alignment was proposed to improve the line of sight and light. Subsequently, in discussion with the Ramblers Association, this proposal was revised, resulting in a path width of 2.5m, further improved line of vision but a loss of around $8m^2$ to Penland Cottage's garden. The owner confirmed that he was prepared to accept this as a solution to satisfy all parties and requested BPC's support for the pre-application for the PRoW diversion on this basis.

The Chair requested confirmation that the Ramblers' Association was satisfied with the entry and exit points of the path and the owner confirmed that this was the case. Cllr Tilly requested confirmation that the additional pathway would be tarmacked and the owner confirmed that this would be the case.

A resident representing the views of residents living close to PROW 3802 then outlined concerns about the proposed path diversion:

DRAFT

In 2023 WSCC formally recognised the path as a 3 m wide historic route, and residents are requesting that BPC objects to the pre-application on the following basis:

1) Failure of the convenience – under the Highways Act 1980, section 119, it states that the route should not be substantially less convenient to the public. The proposal fails to do this in terms of accessibility - the entry and exit routes are only 1m; user conflict - the path is too narrow for people to safely pass each other; and vehicle displacement - vehicles belonging to Pendland Cottage park at the Bostal Road end of the path and obstruct the path's entry point.

2) Public safety and enjoyment – the proposal compromises the historic character and enjoyment of the path by forcing it into a narrow corridor bordered by high fencing and cut off from ambient light giving it a claustrophobic feel. Vulnerable users have stated that they feel unsafe using the path after dark and actively avoid it. Active Travel England and WSCC guidelines state footpaths must be inclusive, safe and well lit.

3) DEFRA (Department of Environment and Rural Affairs) guidance states that (residential) privacy must be balanced against public detriment. A smaller residential garden did exist before the current owner expanded it.

The resident requested that BPC objects to the diversion plan, favouring instead a plan that ensures a minimum of 2m width along the entire path and clear lines of sight from entry to exit.

Cllr S Blakelock requested data concerning the dangers of the path. The resident confirmed that there was no actual data although she had personal experience of a 'near-accident' with a cyclist.

Cllr M Croker pointed out that there is a similar path in Steyning, leading from the High Street to Newlands carpark, which is being used without comment. And while historically PROW 3802 might have been wider, a current solution needed to be found.

The resident who led the original campaign to establish a public right of way outlined his involvement with the proposed diversion plan:

Before the current plan was negotiated between himself and the owner of Penland Cottage, the path had been assessed by the WSCC Ranger who had concluded that no alteration was required. It was then that he began to seek a resolution with the owner on the basis that the current path was too dark. (Discussions with WSCC made it clear that it would not be adding any additional lighting and that accessibility was not considered a significant reason to alter the path.) Following a history of diversion suggestions, he has concluded that the representative from the Ramblers' Association was the best person to advise. On this basis he would like to support the current pre-application plan. Also, having looked along the path from the Bostal Road end, he proposed that cutting back the dead and over-hanging foliage in the area of unclaimed land opposite Penland Cottage, should be given priority to improve the light along the path. Finally, with regret, the resident drew the Council's attention to recent unacceptable anti-social behaviour toward the owner of Penland Cottage.

In conclusion, the Chair proposed that BPC supports the pre-application for the diversion of PROW 3802 as proposed by the Ramblers Association, and this was agreed unanimously.

DRAFT

PRE-APPLICATION CONSULTATION: Public Path Diversion/Extinguishment Order

Path Number: 3802

Parish: Bramber and Steyning

Path Number	**3802**
Parish	**Bramber and Steyning**

The existing path and background to the proposal

Following a Definitive Map Modification Order (DMMO) application submitted in 2020, Planning Inspector Susan Doran confirmed on 9 September 2024 that a public footpath exists through Penland Cottage's garden, established through public use between 1976 and 1996 (Order Ref: ROW/3330824).

We purchased Penland Cottage in 2006. Adjacent to our garden boundary is a 30-metre long twitten (alleyway), half of which we own. In 2009, we agreed with Bramber Parish Council to have this tarmacked for users' convenience. The twitten is regularly used as a shortcut from Coombe Drove into Steyning.

The confirmed Order would require a 3-metre-wide path to be constructed directly through our small garden. This would bisect our private outdoor space where our children and pets play.

The garden has been enclosed for approximately 30 years. The previous owners informed us they enclosed it due to experiencing vandalism and graffiti.

Application of the August 2023 Government Guidance

This application directly engages the Government guidance dated 1 August 2023 titled "Government guidance on diversion or extinguishment of public rights of way that pass through private dwellings, their curtilages and gardens, farmyards and industrial or commercial premises."
This guidance applies to applications under Section 119 (diversion) of the Highways Act 1980 and states:

- **Paragraph 7(a):** Applies where a public right of way passes through "a garden or curtilage of a residential dwelling"
- **Paragraph 9:** "reducing or eliminating the impact of the current route...in terms of privacy, security and safety, are important considerations to which due weight should be given"
- **Paragraph 6:** Recognises property owners have "a reasonable expectation of being able to relax in the garden or spend time with family and friends without strangers appearing in the same contained space"
- **Paragraph 10:** The authority should be "predisposed to make...and predisposed to confirm, an order if it satisfies the respective relevant legislative tests"

All four provisions apply directly to this application.

The proposal

The proposed diversion would realign the existing pathway alongside our garden to create a straighter, more direct route. Specifically:

- Remove the current "kink" or zigzag configuration in the existing path
- Create a straight alignment from the first post in from the Coombe Drove gates to the fifth post near to the Bostal Road.
- This will provide a path width 3.55 metres wide at the widest point and a large passing place.
- This involves adjusting our garden boundary with an approximate loss of 8.8 square metres of land.

Consultation undertaken:

Before making this application, we:

- Consulted with West Sussex County Council Public Rights of Way officers who made a detailed site visit on March 23.
- Obtained support from Bramber Parish Council Chair and Deputy Chair
- Discussed the proposal with Mr Charles Ashby (original DMMO applicant) who supports this alignment.

This proposal represents a compromise between eliminating the severe privacy and security impacts of a 3-metre path through our garden, while addressing residents' legitimate concerns about sightlines and safety along the existing path.

Path specifications:

- **Surface:** Existing surface maintained
- **Width throughout:** Minimum 1m, maximum 3.55m
- **Total length:** 30 metres from Coombe Drove to Bostal Road
- **Gradient:** No change from existing ground level
- **Structures required:** None
- **Lighting:** Benefits from existing street lighting from Coombe Drove
- **Maintenance Proposed:** "To be adopted and maintained by West Sussex County Council as public highway"

The reasons (grounds) for the diversion

1. Legal Basis

This application is made under Section 119(1) of the Highways Act 1980, which permits diversion where it is expedient to do so in the interests of the owner/occupier OR in the interests of the public.

2. Application of August 2023 Government Guidance

This application directly engages the Government Guidance dated August 2023:

- Paragraph 7(a) applies: the confirmed footpath passes through "a garden or curtilage of a residential dwelling"
- Paragraph 9: "reducing or eliminating the impact...in terms of privacy, security and safety, are important considerations to which due weight should be given"
- Paragraph 6 recognizes our "reasonable expectation of being able to relax in the garden or spend time with family and friends without strangers appearing in the same contained space"

- Paragraph 10: the authority should be "predisposed to make...an order if it satisfies the respective relevant legislative tests"

3. Owner's Interests (Section 119(1)(a))
The confirmed route passes directly through our small garden where our children and pets play. This creates:

- Loss of privacy in our private outdoor space
- Security concerns (as acknowledged in our original objection to the DMMO)
- Practical impossibility of normal garden use
- The confirmed 3-metre width requirement would bisect the garden

The proposed diversion eliminates these impacts while providing an improved route for the public.

4. Public Interest (Section 119(1)(b))
The proposed diversion serves the public interest because it provides:

- Improved sightlines through the entire path length (addressing safety concerns raised by residents)
- Adequate passing space (3.55m at widest point) for buggies, mobility scooters, and pedestrians
- Better lighting from Combe Drove street lamps
- Enhanced walking experience with more open aspect

5. Alternative Route is Substantially as Convenient (Section 119(6))
The proposed route satisfies the statutory requirement of being "substantially as convenient" because:

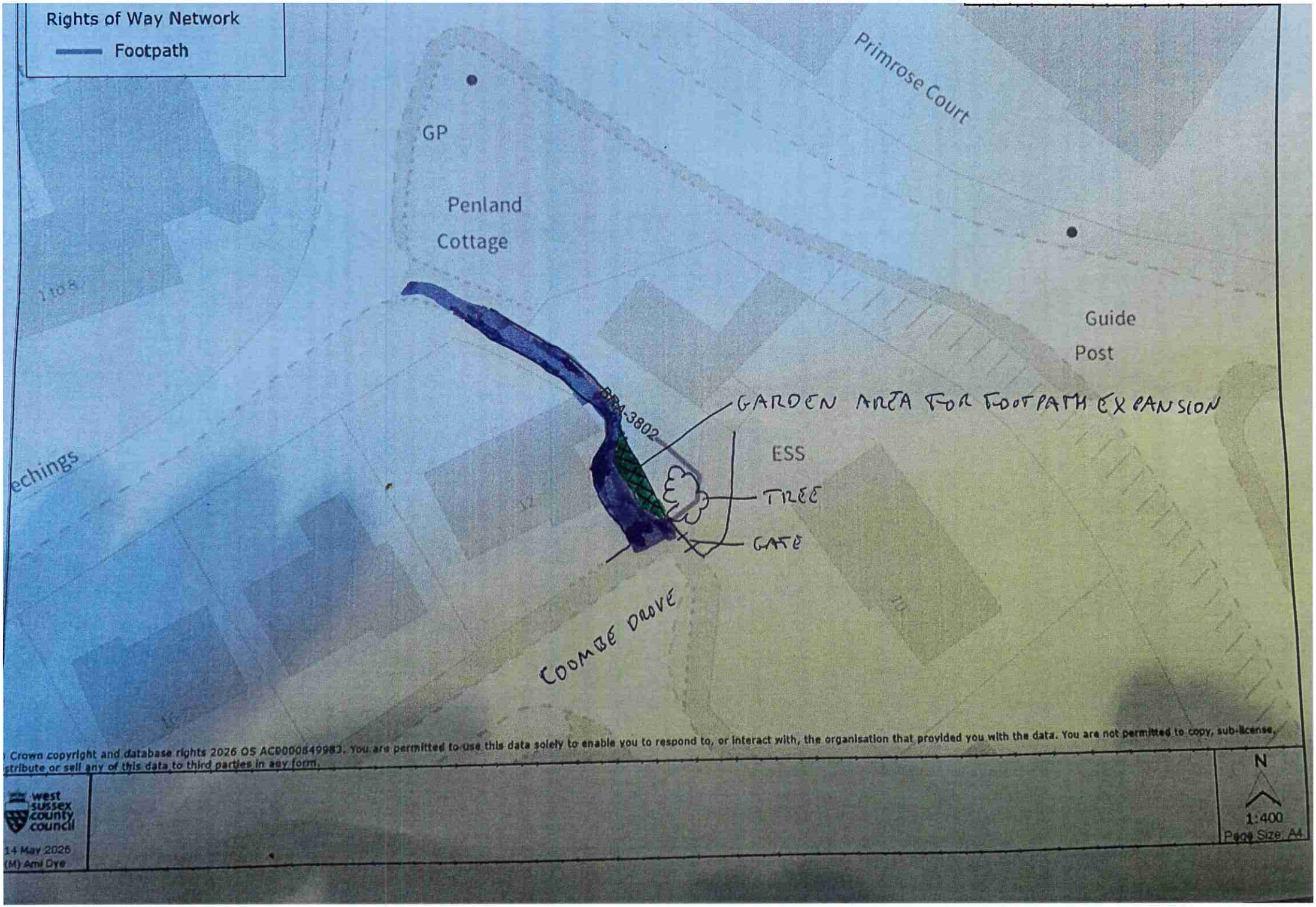
- Start and end points remain identical (Coombe Drove to Bostal Road)
- Distance is marginally shorter
- Width is adequate throughout
- Surface will be matching the existing path
- Gradient is the same
- The route is actually more convenient due to improved sightlines and safety

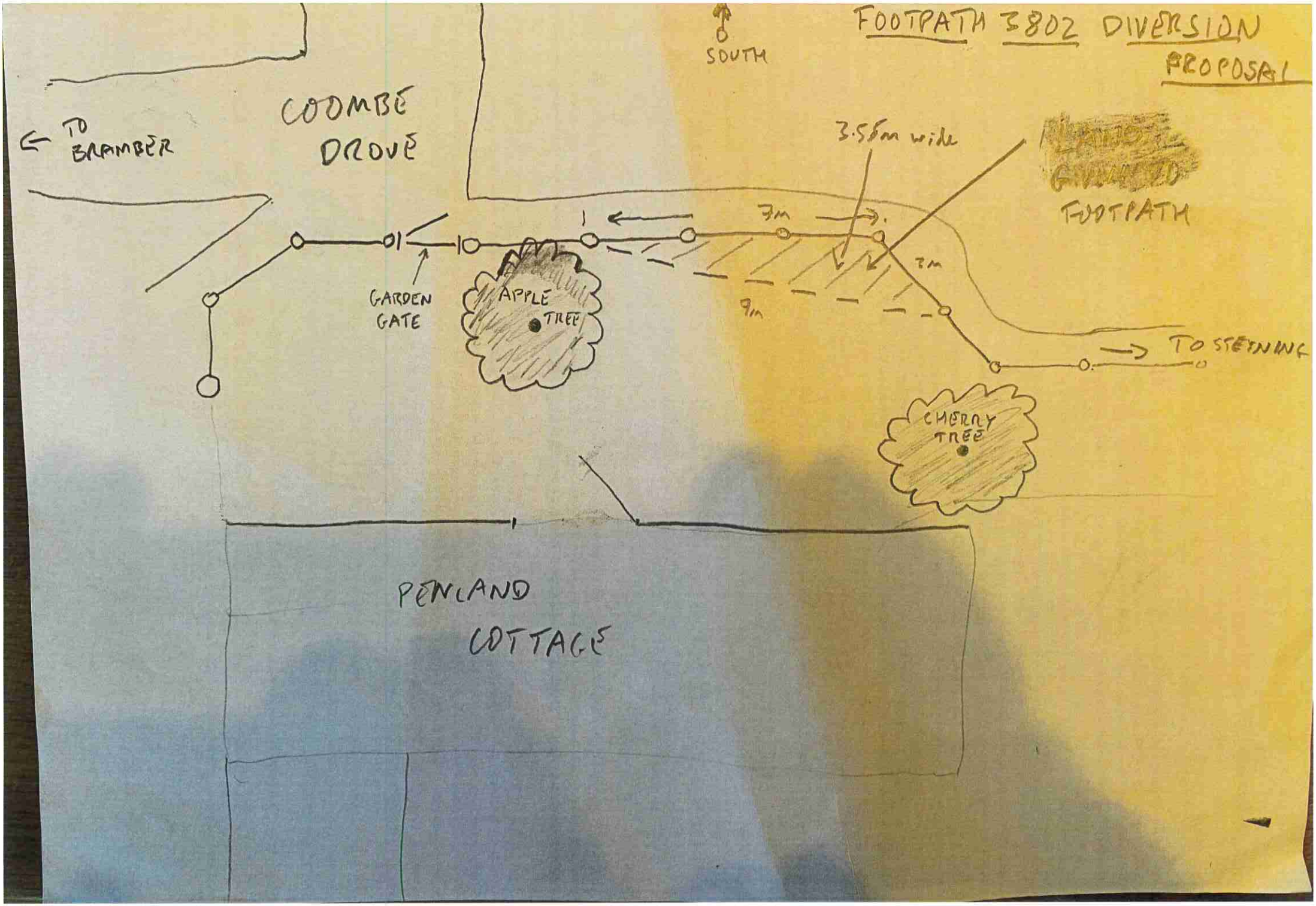
6. No Adverse Impact on Public Enjoyment
The diversion will not adversely affect public enjoyment. Indeed, it will enhance it through:

- Removal of the "kink" or zigzag creating better flow
- Clear sightlines from end to end
- Wider passing space
- Better lighting
- More open aspect

7. Support from WSCC and Parish Council
West Sussex County Council Public Rights of Way officers have visited the site and confirmed this approach is acceptable. Bramber Parish Council Chair supports the proposal.

8. Conclusion
This diversion satisfies both limbs of Section 119(1) - it is expedient in the owner's interests and in the public interest. It meets all statutory requirements under Section 119(6). In accordance with the August 2023 Government Guidance, the authority should be predisposed to approve this application.


Rights of Way Network
Footpath
Primrose Court
GP
Penland
Cottage
Guide
Post
1 to 8
echings
BRA-3802
GARDEN AREA FOR FOOTPATH EXPANSION
ESS
TREE
GATE
COOMBE DROVE
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west sussex county council
14 May 2026
(M) Ami Dye
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FOOTPATH 3802 DIVERSION PROPOSAL
SOUTH
TO BRAMBER
COOMBE DROVE
3.55m wide
EXISTING FOOTPATH
3m
7m
9m
GARDEN GATE
APPLE TREE
TO STEYNING
CHERRY TREE
PENLAND COTTAGE

ITEM 7.3

The Planning Inspectorate

Order Decision

On papers on file

by Susan Doran BA Hons MIPROW

an Inspector appointed by the Secretary of State for Environment, Food and Rural Affairs

Decision date: 09 September 2024

Order Ref: ROW/3330824

- This Order is made under Section 53(2)(b) of the Wildlife and Countryside Act 1981 and is known as the West Sussex County Council (Chanctonbury No.1: Bramber and Steyning (Addition of a Public Footpath) Definitive Map Modification Order 2023.
- The Order is dated 28 February 2023 and proposes to modify the Definitive Map and Statement for the area by adding a public footpath as shown in the Order plan and described in the Order Schedule.
- There was one objection outstanding when the Order was submitted to the Secretary of State for Environment, Food and Rural Affairs for confirmation.

Summary of Decision: The Order is confirmed

Preliminary Matters

1. This Order concerns the addition of a public footpath between Coombe Drove, Bramber and Bostal Road, Steyning, points A to B on the plan attached to the Order ('the Order plan'). The application to add the Order route to the Definitive Map and Statement ('DMS') was made by Bramber and Steyning Parish Councils.

2. Whilst the sole objection to the Order has not been withdrawn, it raises matters I am unable to take into account in determining it (paragraphs 16 and 17).

3. My decision is reached on the basis of the papers on file. I have not visited the site but am satisfied that I can reach my decision without the need to do so.

The Main Issues

4. The Order is made under Section 53(3)(c)(i) of the Wildlife and Countryside Act 1981. This requires me to consider whether, on a balance of probabilities, the evidence shows that a public footpath subsists over the Order route. Dedication through public use arises either by presumed dedication as set out in Section 31 of the Highways Act 1980 ('the 1980 Act'), or by implied dedication under common law. The Council relies on statute.

5. Accordingly, the 1980 Act requires me to establish the date when the public's right to use the Order route was brought into question, then determine whether use by the public has been as of right (without force, secrecy or permission) and without interruption for a period of not less than 20 years ending on that date. Finally, I need to consider whether there is sufficient evidence to show the landowners did not intend to dedicate public footpath rights during that period.

Reasons

When use of the Order route was brought into question

6. A notice was put up on the Order route in 2020 by the owner of Penland Cottage, stating it was not a public right of way and its use was permissive. It was this action that prompted the submission of the application to West Sussex County Council ('the Council') to add the Order route to the DMS.

7. Prior to this both the current and previous owners of Penland Cottage had lodged deposits with the Council under section 31(6) of the 1980 Act covering the period 1996 to 2019. These prevented the acquisition of any unrecorded public rights of way over the land in their ownership between these dates. In addition, land at Penland Cottage had been fenced off in 1996 to create a garden and address incidents of anti-social behaviour at the property. Accordingly, the Council determined the 20-year period for the purposes of section 31 of the 1980 Act to be 1976 to 1996. I agree with this conclusion.

Use by the public

8. The application was accompanied by 14 user evidence forms (UEFs) and 113 statements claiming use of the Order route between 1964 and 2020. Some 91 individuals claim use for part or all of the 20-year period, with 24 claiming use between 1976 and 1996. Consultations carried out by the Council in relation to the alignment of the Order route, elicited a further 29 individuals claiming use during the 20-year period. Most described use on foot, with 13 claiming use with a bicycle. One person had observed someone being turned away from the route and 4 had seen the notice (paragraph 6). Others had been seen using the route on foot or with a bicycle, and some referred to use on horseback.

9. Users indicate their use was 'as of right', that is without force, secrecy or permission. Use was without interruption, with no-one stating they had been challenged or stopped. Claimed use is described as regular, ranging from 20 to 730 times a year, with most people going to and from the town centre, accessing shops, the bus stop, health centre, community centre, post box, churches, schools, going to work, and visiting friends, or for recreation, with the Order route providing a short-cut between residential areas.

10. I find the user evidence compelling and sufficient to raise a presumption of dedication on foot.

Alignment and width

11. Some 33 users describe the original route being wider and following a more direct or straight alignment. However, the fencing in 1996 (paragraph 7) had reduced the available width and introduced bends. Some users submitted maps dating to the 1960s to illustrate the original features of the route. Evidence in Council files dating to 1996 indicates this original alignment had been in regular use by the public for at least 32 years at that time.

12. It is clear that the route available to users at present and during the 20-year period differ. The original alignment as represented on the Order plan (a copy of which is appended to this decision) is wider and crosses land now forming part of the garden to Penland Cottage. The current path lies beyond the garden fence, is narrower and less direct. It follows that the alignment in use during the 20-year period as represented in the Order and shown on the Order plan.

The evidence and actions of the landowners

13. Continuing the actions of previous owners of Penland Cottage, the current landowner believes use of the Order route to be permissive. However, actions taken by the owners to prevent the acquisition of a public right of way over the land (paragraph 7), postdate the 20-year period. There is nothing to suggest that any landowner took any actions during the 20-year period to demonstrate a lack of intention to dedicate a public right of way over the land.

Conclusions on presumed dedication

14. I am satisfied that use by the public was brought into question in 1996. I conclude that use has been as of right and without interruption throughout the 20-year period 1976 to 1996. I am satisfied the alignment during this period is that shown on the Order Plan. I find there is no evidence to demonstrate that the landowners did not intend to dedicate it for public use. It follows in my view that the tests are met, and a right of way subsists over the Order route.

15. Whilst I note references to use with a bicycle and on horseback (paragraph 8), there is insufficient information before me from which I could conclude the existence of public rights beyond those on foot.

Other matters

16. The objection raises concerns about the privacy and security of the owners of Penland Cottage and their children, and the impact the Order would have on their human rights. There have been incidents of anti-social behaviour on the route which already exists outside their boundary, and of theft and burglary at their property. To re-position the path immediately adjacent to the dwelling, it is argued, would exacerbate such issues; and the Order is not necessary.

17. I understand the concerns raised and their importance to those expressing them. However, they are matters I am unable to consider in reaching my decision. Under the Human Rights Act 1988 rights are qualified such that they may be interfered with in certain circumstances. The relevant provisions of the 1981 Act are strictly limited, and do not allow me to take personal considerations into account. I am unable to interpret the 1981 Act in such a way so as to do so (Section 3 of the 1998 Act). It follows that, if I decide to confirm the Order, that decision would not be unlawful as provided by Section 6(2) of the 1998 Act. Accordingly, I have not attached weight to the issues raised in the objection in reaching my decision, which must be based on the evidence as to whether the way exists, and if so, its status and alignment.

Conclusion

18. Having regard to these and all other matters raised in the written representations, I conclude the Order should be confirmed.

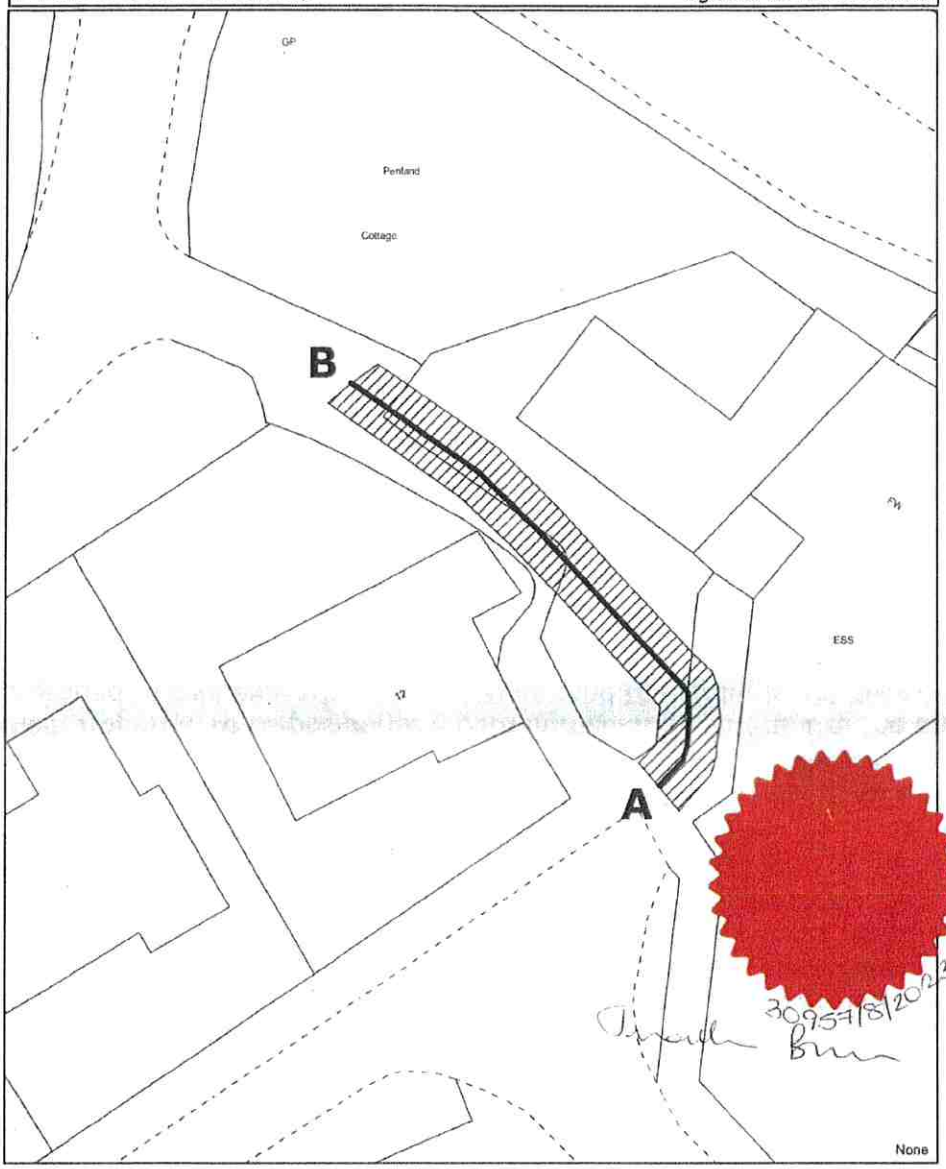
Formal Decision

19. I confirm the Order.

Inspector

MAP NOT TO ORIGINAL SCALE

Parish: **Bramber/Steyning** Agenda Item No.....



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Plan: 01818	1:250	OS Sheet: TQ 11 SE	west sussex county council	Photocopy liable to distortion	Matt Davey Director of Highways, Transport and Planning	
Date: 23.02.2023		Grid Ref: 5178 1106				

The following speeches were agreed to be added to the Supporting Papers for the July 20th Meeting as per a decision made at the following 14th September Full Council Meeting, and this followed a request made by the residents involved:-

Speeches delivered by the Twitten Committee at the Steyning Town Council Meeting on 20th July 2026

First speech delivered by Gerald Heath

"Good evening. My name is Gerald Heath. I am speaking tonight on behalf of local residents to object to the proposed informal pre-application consultation for a Diversion Order for Footpath 3802.
While we note Bramber Parish Council's recent decision to support this pre-application, we urge Steyning Town Council to judge this proposal independently. We are grateful that it has been brought for discussion at this full parish council meeting this evening. Please protect a vital, historic public asset connecting the communities of Bramber and Steyning.
From what we have seen, we believe what has been proposed to date fails on three distinct grounds:

- **1. Failure of the Statutory 'Convenience Test':** Under Section 119 of the Highways Act 1980, a diversion cannot legally be confirmed if it is 'substantially less convenient' to the public. The current proposal appears to restrict entry widths to approximately just 1 meter, creating immediate issues for mobility scooters, wheelchairs, and pushchairs. It creates at least four distinct pinch points where pedestrians cannot pass safely, and locks in a narrow corridor at the Bostal Road end where vehicles also routinely block public access.

- **2. Failure of the 'Public Enjoyment Test':** Narrowing a recorded public right-of-way down to approx. one meter directly contradicts modern inclusive travel and accessibility standards. Forcing an open, historic pathway into a cramped corridor enclosed by high residential fencing destroys ambient light and creates a claustrophobic 'tunnel effect.' Vulnerable users have stated they now feel unsafe and actively avoid it, particularly after dark.

- **3. Irrefutable Historic Evidence:** Our submitted 1970s cine film proves the historic path always ran directly alongside Penland Cottage's white walls—the route now formally recognised by West Sussex County Council in February 2023. Thank you very much for listening.

Second speech delivered by Sandra Duke

"I am Sandra Duke. We have also conducted further research into documentation available in the public domain and provided to you in a pre-meeting confidential note last week:

1. **Property Deeds:** The official HM Land Registry Filed Plan from 2006 indicates the true, compact legal boundary of Penland Cottage. It confirms that the shared public path and the electricity substation structure sat outside the property's registered title.

2. **2009 Landowner Deposit Map:** In the Section 31(6) application from 2009, the map's hand-drawn black outline explicitly swerved around and excluded the square electricity substation building and its immediate footprint. This landowner deposit expired in 2019 and was not renewed.

3. **Current Physical Alignment:** The physical fencing today stands beyond even the line shown in the expired 2009 deposit, placing the electricity substation building and possibly even adjacent ground within the enclosed garden area.

Crucially, we must also address the street lighting infrastructure.
A direct line of sight drawn between the two street lamps on Bostal Road and Coombe Drove marks the precise axis of the original, legally recorded right-of-way. The placement of a 2-meter-high fence intercepts the streetlights' clear line of sight and engineered illumination arc. As a result, the current narrow route forces pedestrians entirely out of the street lamps' intended field of view and into the dark along a trajectory which now runs directly alongside the perimeter of 12 Coombe Drove – a route which it never historically took.
Under common law: once a highway, always a highway."
Thank you very much.

Third speech delivered by Dee Skitch

"Good evening. My name is Dee Skitch.
We understand WSCC previously referenced the 2023 Defra Presumptions Guidance regarding a family's right to privacy and a garden. We believe this guidance does not apply in this case:

1. The guidance applies strictly to public paths passing through a property's lawful, pre-existing residential curtilage. It does not apply where the definitive path alignment sits outside the registered title boundaries.

2. Under UK Planning and Highway Law, an application for a path diversion cannot rely on privacy or security concerns under Article 8 of the Human Rights Act, if that proximity was created by a modern repositioning of boundary fences outward onto a recorded public highway.

Furthermore, we must counter any claim that shrubs on the 12 Coombe Drove boundary are causing the current darkness. Historical cine footage from the 1970s proves that even when 3-metre-high vegetation flourished on that boundary, the wide path remained perfectly functional and would have been brightly lit.
For decades, the owners of 12 Coombe Drove regularly sweep the path and trim any minor overhang, paying for professional tree surgeons every autumn. The dark bottleneck is entirely a structural consequence of the fence pushing the usable pathway into the shadows.
In Conclusion: Residents have been extremely patient since February 2023. The only legally sound and fair outcome is for Steyning Town Council to protect this public asset, to support the community, and to go on record as objecting to any future diversion application, ensuring that the original path is restored as per the DMMO of February 2023. Thank you very much.

Enterprise Quote

Thoughtfully planned | Simply deployed | Expertly managed

focus group

Quotation	DH	Account Manager	Dayle Hollands	Focus Group, Focus House,
Customer	Stevning	Tel	+44(0) 1	Ham Road, Shoreham-By-Sea
Date		Mob	+44(0)	West Sussex,
		Email	dayle.l	www.

Item Code	Description	Quantity	Unit Price	Total Price
5 Year Licence Option				
GW31-E-HW	Verkada GW31 Wi-Fi Gateway, Outdoor, 802.11ax	7	£717	£5,019
GC31-HW-UK	Verkada GC31 Cellular Gateway, Indoor, United Kingdom Type G Plug	2	£717	£1,434
CD53-256E-HW	CD53-E Outdoor Dome Camera, 256GB, 30 Days Max	2	£1,219	£2,438
CD63-512E-HW	CD63-E Outdoor Dome Camera, 512GB, 30 Days Max	3	£1,578	£4,734
CB53-256E-HW	CB53-E Outdoor Bullet Camera, 256GB, 30 Days Max	3	£1,291	£3,873
CB53-256TE-HW	CB53-256TE-HW CB53-TE Outdoor Bullet Camera, 256GB, 30 Days Max	1	£1,434	£1,434
CP63-1TBE-HW	CP63 Outdoor PTZ Camera, 4K, 1TB of Storage, Maximum	1	£3,657	£3,657
CY63-1TBE-HW	CY63-E Outdoor Two-Camera Multisensor Camera, 1TB, 30 Days Max	1	£2,151	£2,151
ACC-POE-90W-E-UK	Verkada 90W PoE++ (802.3bt Type 4) Injector, GigE, Outdoor, United Kingdom Type	9	£225	£2,025
ACC-MNT-POLE-1	Pole Mount	8	£179	£1,432
ACC-MNT-LBRAC-1	Verkada L-Bracket Mount	5	£114	£570
ACC-MNT-SJBOX-1	Square Junction Box Mount	4	£79	£316
ACC-MNT-ARM-1	Arm Mount	1	£93	£93
ACC-MNT-XLARM-1	Large Arm Mount (PTZ)	1	£136	£136
ACC-MNT-YPEND-1	Two-Camera Multisensor Pendant Cap	1	£93	£93
LIC-GW-5Y-CAP	5-Year Wi-Fi Gateway License, Capacity Increase	7	£323	£2,261
LIC-GC-5Y-CAP	Verkada 5-Year Cellular Gateway License, Capacity Increase	2	£1,146	£2,292
LIC-CAM-5Y-CAP	5-Year Camera License, Capacity Increase	10	£789	£7,890
LIC-CAM-MLT2-5Y-CAP	5-Year Two-Camera Multisensor License, Capacity Increase	1	£1,434	£1,434
VK-SHIPPING	Shipping	1	£271	£271
			Total	**£ 43,553**

Item Code	Description	Quantity	Unit Price	Total Price
10 Year Licence Option				
GW31-E-HW	Verkada GW31 Wi-Fi Gateway, Outdoor, 802.11ax	7	£617	£4,319
GC31-HW-UK	Verkada GC31 Cellular Gateway, Indoor, United Kingdom Type G Plug	2	£617	£1,234
CD53-256E-HW	CD53-E Outdoor Dome Camera, 256GB, 30 Days Max	2	£1,047	£2,094
CD63-512E-HW	CD63-E Outdoor Dome Camera, 512GB, 30 Days Max	3	£1,357	£4,071
CB53-256E-HW	CB53-E Outdoor Bullet Camera, 256GB, 30 Days Max	3	£1,109	£3,327
CB53-256TE-HW	CB53-256TE-HW CB53-TE Outdoor Bullet Camera, 256GB, 30 Days Max	1	£1,232	£1,232
CP63-1TBE-HW	CP63 Outdoor PTZ Camera, 4K, 1TB of Storage, Maximum	1	£3,144	£3,144
CY63-1TBE-HW	CY63-E Outdoor Two-Camera Multisensor Camera, 1TB, 30 Days Max	1	£1,849	£1,849
ACC-POE-90W-E-UK	Verkada 90W PoE++ (802.3bt Type 4) Injector, GigE, Outdoor, United Kingdom Type	9	£221	£1,989
ACC-MNT-POLE-1	Pole Mount	8	£154	£1,232
ACC-MNT-LBRAC-1	Verkada L-Bracket Mount	5	£99	£495
ACC-MNT-SJBOX-1	Square Junction Box Mount	4	£68	£272
ACC-MNT-ARM-1	Arm Mount	1	£79	£79
ACC-MNT-XLARM-1	Large Arm Mount (PTZ)	1	£117	£117
ACC-MNT-YPEND-1	Two-Camera Multisensor Pendant Cap	1	£79	£79
LIC-GW-10Y-CAP	10-Year Wi-Fi Gateway License, Capacity Increase	7	£555	£3,885
LIC-GC-10Y-CAP	10-Year Cellular Gateway License, Capacity Increase	2	£1,972	£3,944
LIC-CAM-10Y-CAP	Verkada 10-Year Camera License, Capacity Increase	10	£1,357	£13,570
LIC-CAM-MLT2-10Y-CAP	10-Year Two-Camera Multisensor License, Capacity Increase	1	£2,467	£2,467
VK-SHIPPING	Shipping	1	£271	£271
			Total	**£ 49,670**

cisco FORTINET Mitel CLOUDFLARE Microsoft Solutions Partner Verkada

QUOTE 2.

IQ Finance plc
Worting House
Church Lane
Basingstoke
Hampshire
RG23 8PX
T +44 (0)1
F +44 (0)1

Quotation

Vendor: Focus 4U Ltd

Client: Steyning Parish Council

Date: 15th July 2026

Product: Finance Lease for New Verkada Solution

Capital Cost	Primary Term	Annual Payments	Estimated Inception Date
£49,670.00 + VAT	3 years	£18,381.38 + VAT	July

- Under this type of agreement, the rental is treated as an operating cost for accounting purposes and can be offset 100% against taxable income.
- VAT is payable on each rental as it falls due and the VAT on the capital cost is paid by the leasing company to the supplier.

A documentation fee of £300.00 + VAT is payable with the first rental. **This quotation is valid for 14 days, is indicative and subject to credit approval and applicable terms and conditions**. These are available on request.

This agreement will be underwritten and documented by one of IQ Finance's extensive panel of funding partners. For further information, visit www

Please contact Robert Walsh-Smith on if you have any questions or require further illustrations.

If you wish to proceed, please sign below

In view of the quotation outlined in this document, I confirm that in principle and having considered the rates indicated, I am happy to proceed to the underwriting stage.

If the facility is then approved, I can also confirm I am prepared to sign the relevant lease documentation, provided the terms and conditions are acceptable.

Signed _____ Date _____

For and on behalf of Steyning Parish Council

Print Name _____ Position _____

STEYNING & DISTRICT COMMUNITY PARTNERSHIP LTD
The Steyning Centre, Fletchers Croft, Steyning. BN44 3XZ

Please contact us via email: steyninganddistrict@gmail.com

Steyning & District Food + Drink Festival Saturday 5th until the 13th of September 2026 - overview and Funding Request

- **Funding Request**

We are asking for a grant of approx. £500 from Steyning Parish Council's 2026/27 Grants Fund to enable us to publicise the forthcoming Steyning & District Food+Drink Festival as well listing STC as the children's event title sponsor.

- **Background**

The Steyning & District Food+Drink Festival Working Party of the Visitor and Tourism Committee of the Steyning & District Community Partnership is currently planning this years Festival with some new and exciting events included.

The Festival is an outstanding series of events in the District calendar, where our aim is to promote our area and attract as many new faces as possible - bringing valuable business to our traders, together with enjoyment to our residents. The High Street still remains vulnerable and the Partnership continues to do as much as they can to support our businesses by coming up with events and projects that will give a boost to the local economy.

The Festival is run by a hard working team of Partnership volunteers with the fantastic support of the "foodie" outlets/shops in our District, who annually come up with both events and special offers for the Festival duration. Because of this outstanding business support, our Festival now celebrates its 15th year. The Farmers Markets opens the event, which is of course, a natural highlight with its wonderful array of local food and drink stalls, together with adding special "extras" to celebrate the Festival - demonstrations, tastings, offers & music, etc with the grand finale being the Streetfood Piazza, now in its 3rd year.

- **Overview of the Steyning and District Community Partnership**

Steyning & District Community Partnership was formed in 2001 and incorporated as a non-profit making limited company in May 2007. The "& District" consists of Ashurst, Wiston, Upper Beeding, Bramber, Edburton & Small Dole. Since its onset it has instigated and overseen a great many community projects and

events, working with groups of hard working local volunteers. There are 5 sub-groups working within the Partnership and reporting to the Management Committee, one of these being the Visitor & Tourism Committee, who as a Committee and its sub-Committees are responsible for organising and running numerous projects and event, one of which is the Food + Drink Festival, for which funding is now sought.

The Partnership currently has 5 directors with approximately 14 other management Committee members and a further 60-70 active volunteers across all Committees.

- **Aim of the Steyning & District Food + Drink Festival**

    - To host an event following the success of a decade long running festival entering its 15th year.

    - To promote the town and the surrounding villages to residents and visitors for them to experience a range of eateries and drinking establishments as well as those business taking part to support the event.

    - To promote bring key events to Steyning High Street and help support local businesses.

    - To build community cohesion

    - To provide a level of education and knowledge

    - To attract visitors to Steyning from outside the immediate area using social media and wider platforms and information leaflets.

- **Purpose of the publicity campaign**

    - To publicise the Steyning & District Food + Drink Festival in order to provide a good level of attendance to support the events, which are part of the Festival, as well promoting local businesses whilst creating a level of energy and excitement around the event.

    - To promote Steyning Town Council's support for this event and to continue the approach to collaborative working between Steyning Town Council and the Steyning & District Community Partnership.

- **Publicity**

The publicity campaign has already started will ramp up at the start of August 2026 with branding and key local sponsors and the production of; flyers, leaflets, posters and banners, to be presented and distributed locally. Nearer the time three banners will be displayed (usually 3 weeks before the event), one on the corner of the High Street and Church Street, one adjacent to the Clays Hill roundabout and one at the Horsham Road and A283 junction as well as posters in many surrounding villages as well as throughout the immediate District. There will also be a social media publicity campaign and hopefully a radio slot and all publicity will link to more details about the Festival on our websites; (www.steyningdistrictfooddrinkfestival.co.uk) (www.VisitSteyning.co.uk) as well as on Facebook and Instagram via all our social media channels. Handout will also be distributed to local traders and venues.

- **Total anticipated costs for this part of the project.**

Printing:

A4 posters x 60 = £40 + VAT (Inc SPC Logo)

A3 posters x 100 = £60 +VAT (Inc SPC Logo)

A5 flyers (double sided) = £300 (no VAT) (Inc SPC Logo)

2 New Branded Banners = £120 + VAT (Inc SPC Logo)

Total cost therefore = £520.00 + VAT

- **Total anticipated for Children's Event**

Printing:

Event venue, materials and products = £250 + VAT

- **Match Funding from V&T Committee**

Value of volunteer time to plan and execute the Festival, including the time of volunteers outside the V&T Committee and the Food + Drink Festival Sub-Committee who will assist: circa 500 hours @ £15ph = £7,500.00

Note; there are also a range of other costs associated with the festival, but these are general running costs, services and registrations, which do not form part of this grant breakdown.

- **Amount of Grant to be requested**

A contribution from the Parish Council of £500 from its Grants budget to fund the publicity materials to promote the new Festival format and to have a larger presence, than previous years, as a collaborative partner to build on in the future as well as being our headline sponsor for the children's event.

- **Back account details - Internal Use Only**

  Bank: HSBC,

  Sort Code:

  Account No:

  Name of account:

  By signing this grant application, I hereby certify that to the best of my knowledge the above information is correct and that the grants eligibility criteria and the terms & conditions are complied with. Further I also confirm that I will submit updates to the council informing how the Grant was use to improve Steyning.

  Signed: Russell G K Barnes (Director of the Steyning & District Community Partnership, Chair of the V+T Committee and Member of the Management Team)

  Date: 03.07.26

BREAKTHROUGH COMMUNICATIONS



Data protection audit and compliance package for Steyning Town Council

Proposal created on 17th July 2026

A proposal to carry out a comprehensive data protection compliance review, refresh the council's data protection policies and procedures and provide a package of ongoing support and advice to the council.

This bespoke package will also include proactive support for the council's planned new public-facing CCTV.

Supporting Steyning Town Council to achieve Confident Data Protection Compliance

17th July 2026

Dear Steyning Town Council,

We're pleased to present a tailored proposal to support Steyning Town Council in strengthening its data protection practices, ensuring compliance with the UK GDPR, the Data Protection Act 2018 and the Data (Use and Access) Act 2025, whilst reducing risk and building public trust.

Steyning Town Council sits at the heart of a vibrant West Sussex community. We know how active and community-focused you are. You enhance the local environment and facilities, and support local organisations and events. You also represent residents' interests on key issues.

This means that your council already collects and processes a significant amount of people's personal data. With growing expectations around transparency and accountability from residents, coupled with increased regulatory scrutiny, it's never been more important to focus on your council's approach to data protection and information compliance.

Just as your council continues to grow and evolve to meet the needs of your community, so too must your approach to data protection and information compliance. Both are dynamic, ongoing responsibilities that require continual attention and refinement.

To support Steyning Town Council, you need a trusted partner that not only understands the legal and regulatory frameworks surrounding data protection, but also truly 'gets' the unique nature of how town councils operate. We believe that our experienced team of information compliance experts are best placed to support your needs.

Our proposal outlines a structured and tailored approach to empower Steyning Town Council to review and improve its information governance practices, policies and ways of working.

Our proposal begins with a comprehensive data review. Our team will visit your council in person and work with council officers to map and document all of the personal data processed by the council. We'll explore how and why data is currently collected, what you do with it, as well as how you keep it secure and when you securely dispose of it. This provides clarity on the council's current position, enabling us to identify areas that require action.

We'll then continue your compliance journey off-site, working with you to conduct a council-wide Data Protection Impact Assessment. This assessment will carefully document and risk-assess the town council's data processing activities, identifying where gaps, risks or inconsistencies may exist, and where mitigations are needed.

From there, we will utilise our specialist knowledge of the parish council sector to carefully update and refresh the council's data protection and information compliance policy suite, ensuring all documents are tailored, up-to-date, and aligned with both legislation and real-world practice. This includes internal and public-facing documents to support consistent, compliant handling of data.

To help embed this work, our package includes training for council officers and separate training designed for councillors. These sessions, delivered remotely via Zoom or through e-learning, are designed to ensure that everyone understands their role and responsibilities in data protection, can act confidently, and ultimately contribute to a stronger compliance culture across the council.

At the end of this process, we'll ensure staff and councillors are confident in the council's strategy and operational approach to data protection and information compliance.

Our support for Steyning Town Council doesn't end there. We want to keep you confident and compliant as your council grows and evolves in the coming months and years.

Steyning Town Council will also benefit from 12 months of free access to our ongoing support service. Together with a range of other benefits, this will provide council officers with unlimited expert advice, ready-to-use templates and toolkits, parish sector-specific guidance and regular training on all aspects of UK GDPR and Freedom of Information (FOI) compliance.

Our goal is to ensure that our unique approach not only supports Steyning Town Council in meeting its existing legal and regulatory obligations under the UK GDPR and Data Protection Act, as well as Assertion 10 requirements as part of the council's Annual Governance and Accountability Return, but will also future-proof the council by reducing risk, improving operational efficiency, clarifying roles and responsibilities, and ultimately building enhanced trust with residents through transparent and consistent practices.

Our approach combines sector-specific insight, practical tools, and wrap-around support to ensure councils are never alone when it comes to data protection compliance.

We're confident this proposal delivers excellent value for the council and has been developed specifically to meet the needs of local councils. We'll be proud to support Steyning Town Council in achieving lasting compliance.

Yours sincerely,

Council Information Compliance Support Team
Breakthrough Communications

P.S. Breakthrough Communications works almost exclusively with town and parish councils like Steyning - and we're local to you, based down the road in Littlehampton. Our expertise lies not just in data protection law and best practice, but in how it applies day-to-day to town council service delivery and operations. With our support, we'll help you achieve and maintain confident data protection compliance.

Councils across Sussex and beyond trust us with their data protection and FOI compliance

Littlehampton Town Council
Billingshurst Parish Council
Lewes Town Council
Crowborough Town Council
East Grinstead Town Council
BurgessHill Town Council
Rustington
Evesham Town Council
Stantonbury Parish Council
NewquayCouncil
Dunstable Town Council
Penzance Council
Chard Town Council
Wool Parish Council
nalc National Association of Local Councils

These are just some of the councils that have benefited from our advice, training or proactive support on data protection and FOI matters. Please view our profile on Trustpilot to see what councils say about our services.

"Breakthrough Communications are really helpful, easy to get hold of and easy to talk to. The GDPR advice they give has been tested and stood up to that test. I have absolutely no hesitation in recommending them. We certainly feel a sense of comfort knowing they are available for any unexpected issues."

- Andy Curtis, CEO at Newquay Town Council

"I would 100% recommend Breakthrough Communications. Their data protection and FOI support has been invaluable and their team has been attentive and helpful every time we've needed them."

- Steve Smith, Clerk at Wool Parish Council

We are rated "Excellent" by Councils, Clerks and Councillors across the country on Trustpilot

Why Proactive Data Protection Matters: Risk, Complaints and Compliance Failures

For town and parish councils, data protection is a core governance responsibility. It underpins transparency, accountability, and public trust, and supports sound decision-making by councillors and officers.

Where data protection arrangements are clear and up to date, councils are better placed to operate confidently, demonstrate compliance and respond when issues arise. Where they are not, we regularly see councils dealing with data breaches, regulatory complaints, prolonged disputes with residents, and difficulties evidencing good governance at audit or review stage.

Across the local council sector, the same issues arise time and again when data protection is not addressed proactively:

Personal data breaches and regulatory exposure

Data breaches most often arise from everyday council activity, such as emails sent in error, personal data held on unsecured devices, or unclear practices around information sharing. Without a clear understanding of what constitutes a breach and how it should be managed, councils can delay action, assess risk incorrectly, or fail to meet reporting requirements. This can lead to ICO involvement, formal complaints, and reputational damage that undermines public confidence in the council.

Difficulties responding to data subject rights requests

Requests from residents to access or challenge how their personal data is used are becoming more common. Councils without clear processes, documented data mapping, or appropriate training can struggle to respond fully and within statutory timescales. Errors in handling these requests frequently result in complaints, escalation to the ICO, and increased scrutiny of the council's wider governance and information management practices.

Compliance falling behind as the council grows and evolves

As councils take on new services, projects, staff, contractors or embrace new digital tools, data protection arrangements do not always keep pace. New ways of working are introduced without updating policies, risk assessments, or training. Over time, this creates a gap between the council's documented approach to data protection and its day-to-day practice. These issues often only become apparent during audits, in response to complaints or following an incident, when the council is required to address multiple areas of non-compliance under pressure.

Taking a structured and proportionate approach to data protection reduces these risks. It provides assurance to staff and councillors that the whole council can evidence and demonstrate compliance, manage personal data lawfully and responsibly, and maintain the trust of its community as the council continues to develop and change.

Identified Areas of Potential Data Protection Risk for Steyning Town Council

Ahead of preparing this proposal, we have carried out a light touch, desktop review of the council's current published data protection policies and privacy notice. This review identified several areas of potential risk. **Please note that all risks identified through this initial review, together with any further risks uncovered during our work, would be addressed and mitigated as part of our proposed package of support.**

1. The council's published policies and associated documents

Several of the council's published documents relate to repealed law. For example, the published Data Protection Policy is built on the Data Protection Act 1998, which was repealed in 2018.

2. Lawfulness is not currently evidenced in published documents

It is unclear whether the council holds a comprehensive data map or record of processing activities. Published documents do not correctly map lawful bases to the council's actual purposes. The Data Protection Policy effectively treats permission or consent as the default requirement, while no appropriate Article 9 conditions are documented for the council's processing of special category data. It is also unclear what data protection risk assessments have been completed.

3. Privacy Notice that references a church setting, not a council

The published Privacy Notice (privacy policy) does not accurately describe the council's processing. It appears to originate from a template written for a church, including references to a Parochial Church Council (PCC), and it also contains unedited placeholder text.

4. Individual rights processes

The current Subject Access Request Policy incorrectly states that requests can only be submitted through a third-party webpage. However, valid requests may be made verbally or in writing to any part of the council. The policy also states that an extension can never be provided, although the response period may be extended for complex or multiple requests. The online form asks for a council tax number without explaining how that information will be verified. Although the privacy notice lists other individual rights and provides a contact address, the documents we reviewed do not set out clear procedures for recognising, recording and responding to those requests.

5. Data breach processes

The current published procedure for managing data breaches reverses the roles of data controller and data processor, places key decisions outside the council, and retains unfinished template text.

6. CCTV and data protection

Whilst the council currently operates CCTV at its premises, we understand there are plans to install public-facing CCTV. We could not identify a documented lawful basis or supporting risk assessment for the current system. The policy also permits uses, including staff monitoring, disciplinary use and media disclosure, without clearly documenting the purpose, lawful basis, necessity, proportionality and safeguards. Our support would ensure the planned system undergoes the required assessments, including a Data Protection Impact Assessment.

A Bespoke Package of Data Protection Compliance for Steyning Town Council

We have set out below a proposal to carry out a comprehensive data protection review and risk assessment, along with a refresh of all the council's relevant policies. This proposal offers Steyning Town Council a full, council-wide information compliance review focused on the Data Protection Act 2018 and the UK GDPR, tailored to a local council context.

Our service includes a council-wide Data Map and a Data Protection Impact Assessment. This will be followed by a comprehensive refresh of the council's data protection policies and procedures, as well as the delivery of training and ongoing support.

Part A: Project Kick-Off Meeting and Discovery

We will begin the project with a virtual kick-off meeting involving key council officers. This will:

- Clarify the council's specific needs and priorities
- Explore and document the council's current approach to data protection compliance, including understanding its services and assets, projects, operational and infrastructure setup
- Mutually agree timelines and communication points
- Ensure the council understands the process and what to expect from us, as well as sharing what we will expect from the council to ensure the process runs smoothly

This stage helps to ensure that the review is proportionate, tailored, and aligned with how the council actually works. It also allows us to begin building a shared understanding of what good data stewardship looks like in a local council context.

Part B: On-site Data Protection Review and Data Map (one full day)

Our team will carry out an on-site review with the council's officers, designed to understand how personal data is collected, used, shared and stored across the organisation. Working closely with council officers, we will build a comprehensive data map that captures:

- All personal data processed by the council
- The council's purposes for processing
- The council's currently assigned lawful bases for each purpose
- Who the data is shared with and on what basis (internally and externally)
- How long it is retained, how it is stored, and how it is secured

Our mapping process provides visibility and clarity, ensuring the council knows what data it holds, where it lives, and how it flows through systems and processes. It forms the foundation for all further compliance work.

Part C: Council-wide Data Protection Impact Assessment (DPIA)

Using our structured and well-established framework, we will assess the risks associated with each area of data processing within the council. This includes:

- Identifying high-risk or potentially non-compliant activities
- Evaluating the potential harm to individuals or the council
- Recommending proportionate steps to reduce or eliminate risk

This process provides a clear risk profile for the council's data processing. It helps the council prioritise actions, reduce exposure to complaints or breaches and helps to ensure that decisions and accountability are documented. The assessment also helps the council ensure its practices align with core data protection principles.

We will also carry out any required DPIAs for specific areas of operation, including those relating to the council's forthcoming plans for public-facing CCTV.

Part D: Policy and Procedure Creation and Refresh

Once the data map and data protection impact assessment have been completed, we will review and update the council's policies to ensure they reflect real-world practice and current legal standards. This includes:

- A refreshed Town Council Privacy Notice (public-facing)
- A revised policy covering Data Subject Rights, including Subject Access Requests (SARs), providing clear steps for staff to follow

We will also refresh or create other relevant policies, including:

- Data Security and Use of Personal Devices Policy
- Data Erasure and Data Breach Policy
- Data Sharing Agreement Framework Document

These policies are bespoke, practical tools that help officers and councillors act confidently and consistently in handling personal data. To accompany this, the council will also receive:

- A structured and completed Data Protection Impact Assessment framework for future use
- A data review working document, designed to be updated over time as processes evolve

Together, these documents demonstrate due diligence and compliance, while also providing day-to-day operational clarity.

Part E: Handover and Provision of Training

Once the council's updated policy framework is in place, the council will be able to access training to meet individual roles and needs.

For the Clerk and Deputy Clerk, we will provide a bespoke training and handover session, where we go through day-to-day responsibilities, managing data subject rights requests, handling breaches, and embedding compliant processes and ways of working.

Other staff and councillors will also be able to access on-demand or live training events for their specific needs. For example, staff training focuses on practical awareness of data handling, device use, data sharing, and recognising risks. Councillor training provides an overview of member responsibilities, the council's legal duties, and how elected members can support compliance whilst avoiding potential risks and challenges that routinely impact town councils.

Part F: Ongoing support and guidance

Following completion of the service, the council will continue to benefit from ongoing support through our specialist advice, resources, training events and learning hub.

This includes:

- Unlimited 1-2-1 advice and support on UK GDPR, FOI and related matters, via phone, Zoom or email
- Access to best practice templates, guides and toolkits, including our 2026/27 AGAR Data Protection Toolkit
- Regular training clinics, webinars and masterclasses to reinforce good practice and respond to new developments
- Immediate support in the event of a breach, SAR, or complaint

This wrap-around support ensures that the council is not left to implement changes alone. We provide assurance that there will be expert help on hand when it matters most.

Council Hive also helps officers save time by providing direct access to answers, resources and tools, rather than needing to research from scratch or navigate complex ICO guidance.

Summary of Project Deliverables and Investment Required by the Council

Please find below the deliverables for this project, together with associated pricing. Our quotes are valid for 21 days and the delivery of services is subject to our standard contracts and terms.

Summary of Deliverables (as set out within this document)

- **Council-wide data protection review and data map, carried out on-site;**
- **Council-wide data protection impact assessment, to risk assess every way in which the council processes personal data, and to work with officers to put in place mitigations for areas of risk deemed too high or unacceptable to the council;**
- **Refresh and update of council-focused information compliance policy suite;**
- **12 months of ongoing support. This will enable the council to access free, unlimited 1-2-1 support for GDPR and FOI compliance issues, as well as free best practice training, resources, guides and masterclasses covering data protection compliance and information compliance best practice;**
- **A debrief session for the Clerk and Deputy Clerk, and access to training for other council staff and for councillors;**
- **Includes free access to the 2026/27 Data Protection AGAR Toolkit, which provides on-demand training and guidance relating to the ongoing AGAR Assertion 10 requirements;**

Investment Required

Compliance review, Council-Wide Data Map, Data Protection Impact Assessment and Refresh and Creation of Council Policies and Procedures, together with 12 months of inclusive support.

Given the geographic proximity of Steyning Town Council to our offices, and our desire to build a long-term relationship with the council, we're willing to discount the proposal by £1,000.

Therefore, the investment required to deliver the service is reduced from £4,995 + VAT to a discounted price of £3,995 + VAT, subject to our standard terms and conditions of sale.

Payment is due upon project booking to secure the resources required to deliver the service effectively and efficiently.

Meet Breakthrough Communications, your council's trusted partner for communications and compliance.



How we support local councils like yours:

Hi there, we're Breakthrough Communications. We specialise in helping parish and town councils communicate and engage more effectively with their communities, and to do so in a more compliant way.

We're the UK's leading supplier of communication, community engagement and information governance support and services to local councils.

Our team has decades of combined professional experience in the world of communications and community engagement, as well as information governance. Many of our team have also served as councillors and clerks.

This means that, as well as understanding the importance of effective community engagement, council communication and information governance compliance, *we also have unique insight into the world of parish and town council*s.

Over the years our customers have included the Local Government Association, the National Association of Local Councils, many County Associations of Local Councils and hundreds of parish and town councils across the country.

In summary, we're passionate about helping and supporting local councils of all shapes and sizes.

Council Hive Subscription for Local Councils

- A unique communications and compliance support service for local councils, Council Hive provides unlimited access to on-demand training and learning, tools and toolkits, as well as professional support covering all aspects of local council communications, community engagement and GDPR/FOI compliance. We're here, whenever your council needs us.

Done-for-you services

- From creating communication strategies to carrying out consultations and surveys, we can assist your council with any aspect of its community engagement and communications.
- From advising on GDPR/FOI compliance matters, to carrying out council-wide data protection compliance reviews, we can ensure your council stays compliant with the latest information governance legislation.

Training, Workshops and Events

- We deliver virtual and in-person workshops and training courses in a range of technical and soft skill subjects covering all aspects of communications, community engagement and information governance compliance.
- We also run online and in-person events throughout the year designed exclusively for parish and town councils.

The STC Business Plan {Action Plan} - 2026/27

Introduction

The STC Strategic Plan 2022 concerns itself with outlining the nature of the day-to-day services and support STC aims to offer its residents. This Business plan 2026/27 will define more specifically what your Council wants to achieve in the forthcoming year, whilst also outlining some of its longer-term goals. It will state an agreed STC Finance Plan, a list of projects and special services or other undertakings it has agreed are to be prioritised for completion this year and into the next, and finally it will define an 'Action Plan' which will provide a sense of direction and outline measurable goals to be followed by the Council to allow it to continue to maintain its focus on the task at hand.

1. STC Finance Plan

Purpose

The purpose of this Finance Plan is to set out how the Town Council will determine and review its level of reserves in so far as it relates to the council's agreed annual 'Action Plan'. It will also set out a guide to its Annual Budget-setting process and the management of its Reserve Funds.

Sections 32, 43 and 50 of the Local Government Finance Act 1992 require local authorities to maintain adequate financial reserves in order to meet the needs of the organisation and to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget and precept requirement. The Council's policy on the maintenance and adequacy of reserves and balances will be considered annually and agreed on by approval of this Business Plan.

The STC Annual Budget

The STC Responsible Finance Officer prepares draft annual budget papers for councillors to deliberate upon at each of the three sub-committees that hold the delegated responsibility for their combined revenue and expenditure. Then finally and in line with a timeframe and process determined by the F&GP Committee each autumn, the budget for the following financial year (Beginning each April) is agreed the preceding January. The Budget agreement needs to be concluded by Full Council before the end of January so that the STC Responsible Finance Officer can determine the Councils Precept and therefore make the appropriate application to Horsham District Council. The Budget quantifies expected income totals and determines the expenditure required to cover the cost of goods and services which the Council has agreed it wants to supply for the benefit the residents of Steyning Parish in line with what has been identified via this business plan and whatever additional ideas, plans and projects it wants to deliver for its residents for the forthcoming year.

STC Reserves

The council holds funds in its four bank accounts that in total, and over and above that which is set aside for its annual budgetary commitments, amount to a figure that is termed the STC Reserves. Reserves can be broken down into two different categories. These are the *General Reserves*, which are funds that do not have any restrictions as to their use, and the *Earmarked Reserves*, which are funds that can be held for several reasons and the amounts are intended to be restricted for that agreed use. ---------- **As at 2025/26 Year End, the Total STC Reserves were £ 246,517.00**

General Reserves

These Reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement, if necessary, avoid unnecessary temporary borrowing, or can be held in case of unexpected events or emergencies. The level of general reserves is a matter of judgement based upon advice from its RFO and this advice is routinely based upon all available guidance from NALC, Internal Auditors and other contextual advisories. Historically, STC has determined it will keep its General Reserves at between 40% to 60% of its budgeted Annual Expenditure, or more often a suggested 50% approx. Since 2017 STC has also determined that one of its three, now four, Bank Accounts should hold an 'Emergency Reserve' of £80,000 as part of its General Reserves. In 2020 it determined that this account be modified to one that can accrue interest. In June 2023 it determined that the amount in this account should reflect the agreed level of General Reserves minus Earmarked Reserves – this therefore leaving this account representative of the agreed STC Emergency Reserve {should not be used other than in absolute emergencies and then in order to cover expenses which could not be met by any other means}, and that this amount be approximately 4 months' worth of the net revenue expenditure, which as of 2023/24 was agreed at £113K. This money is held in a separate bank account which is gaining interest – we propose that the year-end figure for this account for March '26, which includes this cumulative interest, be our new emergency reserve – **that is £121,050**

Earmarked Reserves

These reserves must be reviewed during the annual budget setting process and then established and agreed at F&GP Committee subject to a confirmed Budget for the year ahead, an agreed list of planned projects and an understanding of the 'Year End Reserve' figures. Earmarked Reserves will therefore be established on a 'needs' basis, in line with anticipated requirements. They are also a means of building up funds over several years to deliver a defined project, cover predicted liabilities or for known significant expenditure. The council, when establishing an Earmarked Reserve, will set out an estimate as to the likely costs of the known expenditure, project or liability and the reason or purpose of the reserve. How and when it is to be used will be more clearly defined within the annual 'Action Plan' noted below.

Some Earmarked Reserves can be designated as 'Ring Fenced' – These are monies or grants allocated for a specific project and cannot be used for any other purpose and until there is little or none left.

Earmarked Reserves with amendments agreed at F&GP Committee on the 14th April 2026 as follows: -

Joint Cemetery Committee Accounts **These funds to be used by Joint Cemetery Committee only.**	**£63,731**	**{Ring Fenced}**
Youth Services Reserves **These funds are primarily to complete start-up equipment expenditure**	**£2,036**	**{Ring Fenced}**
HR Services **These funds are to cover admin costs associated with upgrading Staff Contracts**	**£3,743**	
LED Lighting Upgrades **This is what remains from a grant from Rampion, and must be spent on increasing energy efficiency**	**£942**	**{Ring Fenced}**

MPF / Allot Access **£1,184** **{Ring Fenced}**
This was a designated project fund from the 2019/20 Budget (now part used).

CIL Monies **£0** **{Ring Fenced}**
These funds can only be used for projects when agreed parameters from HDC/ SDNP are met.

Bus Shelter Notice Boards **£1,000** **{Ring Fenced}**
This was a designated project fund from the 2019/20 Budget.

High St. Notice board relocation **£1,280**
Funds to cover relocation, new posts and possibly new board purchase when permissions allow.

Town Improvement **£707** **{Ring Fenced}**
Funds to specifically assist with MPF interpretation boards and Trough installations.

Steyning Centre 'Sinking Fund' **£10,000** **{Ring Fenced}**
Funds to cover large long term essential maintenance items such as Front doors

Tree Reports & Essential Works **£6,090**
Funds covering works to complete the necessary maintenance highlighted by the last Tree report.

Special Projects **£9,435** **{Ring Fenced}**
Funds to specifically assist with CCTV installation and Steyning Centre Heating/ Vent upgrades

TOTAL EARMARKED RESERVES **£100,148**

As at 2026/27 Year End - With a General Reserve figure of £246,517. And an agreed Emergency Reserve of £121,050, then Earmarked Reserves of £100,148, leaves STC with a potential 'working capital' for non-earmarked reserve projects (which are not otherwise budgeted for) of £25,319 for the year 2026/27, if it chooses to do so.

2. STC List of Projects and Planned Services for 2026/27

This list includes all significant projects and planned additional services for the year ahead. It is a list determined by agreements at STC Committee's or Council and as per funds set aside within the *STC Budget* and the associated list of projects being agreed at F&GP Committee on the 7th July '26, as well as the aforementioned projects and services agreed to be financed through the *Earmarked Reserves.* This list has also been determined under five principles of goal setting. These being that the projects are ***Specific*** in that they are well defined; they are ***Achievable*** given there are no unreasonable or very unusual situations that arise to stop this from happening, and because funds are available and already earmarked to allow completion; they are ***Measurable*** in that each stage of the 'Action Plan' can be followed and 'ticked off' on completion; they are ***Realistic*** in that there should be enough time and appropriate resources available to complete them; and they are ***Time-Bound*** as per detailed within the 'Action Plan' table below.

- **Play Area Upgrades** – **Funding depends on agreed project to be completed** – To include South Ash swing replacement or renewal, and potentially other upgrades at this location. The priority of order of next year's main play area upgrade then needs to be discussed and agreed. Members might want to consider less able-bodied equipment. And attempt to begin to get grants for these works.

- **Chandlers Way Pocket Park development** – **Full project being part paid by £5K grant funding and then topped up by existing annual budget -** To work collaboratively with the local residents to plant and maintain 'pocket' park. Complete South and West border planting including at least 6 x 6-foot trees, plus bulbs to be completed via School Eco Council & Volunteers. Start hedgerow planting of East border. Complete Trellis tunnel planting and installation and base of Mega Bug Hotel. Purchase and continue to grow other plants for *Plant islands.*

- **MPF Main Access improvements phase III** – **Paid for in the most part by supporting grants from individuals and organisations such as SIB & Cricket Club** - To continue to upgrade the main point of access, as appropriate and as funds allow, to ensure it is welcoming and attractive. To include Third Trough, Interpretation Board completion of both installations, and consider further improvements to access adjacent Tennis Club, and consider other long-term bin placement and further finger signs.

- **Steyning Centre energy & carbon saving upgrades**– **Funded by Special Projects and Steyning Centre depreciation budget - £15K-** To review and overhaul the energy usage within the Steyning Centre including the heating, lighting & insulation. Then complete energy cost & carbon saving measures in line with Climate Action Group targets.

- **Bus Shelter improvements** – **Funding via Special Projects, some Earmarked Reserves and General Reserves –** Include Wheelchair access, additional Christmas lights installation, improved scheme for toilets and other internal fittings, Posters / Art installation, Wi-Fi and CCTV installation.

- **Liaise with School during their development** – **No funding –** Council to help broker Sports Centre / School Community Use Agreement. Potentially submit joint Astro pitch installation project proposal and work with Foundation to consider benefits of long term Fletchers Croft project

- **High Street Christmas Light Display** – **Funded by Annual Budget -** To complete compliance documents with WSCC, Electric supply and distribution companies, Display installation company and Lamp testing company and then install Christmas display as agreed by F&GP and in time for the Christmas 'late night shopping' event. This year also explore potential added lighting to Clock Tower via Bus Shelter installations

- **Climate Action Travel Plan Project & Traffic Regulation Orders** – **Paid for if needs be by General Reserves 'working capital' and potentially S106 monies, but also likely no finance required –** Help support and agree latest recommendation from the Climate Action Group and submit schemes having potentially gained agreement on up to 5 different schemes including Charlton Street, Tanyard Lane, Coxham Lane, & Goring Road junction.

- **Steyning PC Emergency Plan revamp** – **No Cost but great deal of Staff & Cllr time involvement** – Agree fundamentals involved with different scenarios and ensure procedures in place and understood by those responsible. Agree new Lease agreement and monitor demolition of existing structures and start of reconstruction process ensuring appropriate risk assessments and contractors management arrangements in place and being overseen.

- **Canada Gardens Access Upgrade** – **A potential match funded project using Earmarked reserves and some general reserves** – This includes work on the main access road leading to the Allotments entrance gate which for the first time in many years would be a longer term fix, as well as further upgrade to the track within the bounds of Canada Gardens allotment – as per completed two years ago.

- **Cricket Club Lease and development of new clubhouse** – **Paid for by Club and involving asset transference of changing rooms** – Needs a lot of negotiating & seeking both compromise, and much community engagement, with then also appropriate positive support. When demolition and construction are underway, there will be a need to oversee contractors' activities.

- **CCTV purchase and installation** – **Funded by Special Projects budget / topped up by Gen Res. but limited to £10 to £18 K for first phase .-** To agree CCTV monitoring installation for first phase is completed, and then to work on phased additional installations when permissions from third parties in place.

- **Glebe Farm Development (positive influence/ assistance)** – **Little or no cost -** Attempt regular discussions with Vistry at every level to ensure residents' concerns, positives of the planned design and SPC views being implemented

- **Neighbourhood Plan Review completion** – **Paid for by via budget –** Complete a review of the existing document, agree changes and add design code section then gain public support and take back to HDC and to examination, plus continue work on new plan if Council decide worthwhile.

- **Mouse Lane – Op watershed app.** – **Paid for by ext. funding applications -** Work with Wiston Estate, WSCC Cllr & engineers, local residents and any other key stakeholders to work out a scheme which could alleviate current issue

- **Devolution Business Planning** – **Potentially approx. £2 to £3K in solicitors fees –** Gain appropriate information concerning potential asset transference of land and buildings, then formulate Business Plan and negotiate final arrangements. Start with attempts to negotiate a Car Park management plan with HDC.

- **Armistice Day event organisation** – **Annual budget funding –** Help the Church and engage with local groups to ensure the event is publicised and well attended and the site and participants are prepared.

- **Last Years Action Plan project completions** – **Paid for by General Res. 'working capital' + Earmarked Reserves -** To complete the unfinished SPC projects from the year 2025/26 agreed Action plan list.

From previous year to finalise

- **Railings on the Roundabout** – **Not a SPC project but vitally important that SPC ensure these works are completed correctly and in keeping – Nil of little cost** – Complete quotes for WSCC and help project manage.

- **Steyning Centre front door replacement - Paid for by Earmarked reserves -** Complete feasibility study and install new doors and begin to remodel entrance area

- **Inaugural Steyning Parish Flood Plan** – **Paid for by Community budget funds initially** - Work with EA & AORT to compile a draft plan and understand how to complete first phases of riparian responsibilities/ maintenance works .

3. The STC Action Plan for 2026/27

Having established the main project and service objectives for this coming year and the priority that the Council is placing upon their completion, this 'Action Plan' will give, as per the following table (See below), an indication of the method and timescale by which they will be achieved.

As part of this process and before STC starts to work on each of the projects noted within this plan, it will consider as a matter of course whether there is a need to complete an Equality Impact Assessment. This will be achieved by the F&GP Committee utilising the *Checklist* provided within the STC Equality Impact Assessment Policy.

4. The STC 3 Year Finance Plan

{Insert the agreed Plan here – On the 7th July, F&GP agreed to the principals of establishing a 3-Year Plan by Oct. 26}

Joint Parishes Climate Action Group

Meeting Notes

Wednesday 8 July 2026 – 7.30pm

Present: Vicci Johnson, Mike Croker, Frank Bull, Jill Cannon, Mick Tilley, Simon Alexander, Simon Birnstingl, and Amy Hurn from Weald to waves and resident Leila Szabo

1. Apologies

Apologies were received from Geoff and Ann.

2. Election of Chair

Members discussed future chairing arrangements. Frank suggested introducing a rotating Chair between the three parishes so that each parish would take turns to chair meetings. It was agreed that Frank would act as Chair going forward, with the idea of a Parish by Parish rotating Chair in future.

3. Feedback from the People's Emergency Briefing Film and Next Steps

The Group received an update following the People's Emergency Briefing event.

The Steering Group met following the screening and discussed holding further screenings in Beeding and Bramber, followed by short facilitated discussions.

Melissa and Geoff have continued developing practical guidance on actions residents can take to make a difference. Members suggested that one action could be featured each month in Your Steyning to help encourage ongoing engagement.

The Group discussed expanding the People's Emergency Briefing "What Can I Do?" page on the Greening Steyning website to include additional information on water conservation, including drought-tolerant planting, water butts and other ways of adapting gardens to hotter, drier summers. Members also suggested including links to Imperial College London's climate action guidance as an additional independent source of practical advice.

The discussion covered the importance of continuing to write to the local MP and using both individual and collective lobbying to encourage action on climate change. Members felt the People's Emergency Briefing had been a worthwhile and successful event. Although differing opinions had been expressed during the discussion following the film, there was agreement that engaging with a wide range of views was important.

Members discussed preparing a joint statement on water management on behalf of the three parish councils. The statement would be used to support lobbying on issues including water infrastructure, preparing for wetter winters and drier summers, and wider government action. Simon Birstingl agreed to prepare a draft, which may also be useful ahead of Southern Water's attendance at the Horsham District Council scrutiny meeting.

Jonathan Porritt is due to give a talk at Steyning Grammar School on 21st October on practical actions that communities can take, and Geoff is planning a weekend workshop following this to gather ideas and encourage wider community involvement.

4. Update from Amy – Weald to Waves

Amy, Head of Community Outreach for Weald to Waves, provided an update on the organisation's work.

She explained that almost 200 farmers and landowners had now pledged land to the initiative. Weald to Waves is supporting projects including hedge restoration, pond creation, habitat mapping and wider biodiversity improvements across the corridor.

Amy introduced the Actions for Nature tool, which provides practical advice for individuals and communities wishing to support nature recovery.

Much of the discussion focused on community engagement. Amy explained that many people are interested in helping nature but are often put off by concerns about time, cost or uncertainty about what they can do. Weald to Waves is therefore developing a toolkit for parish councils that can be used to support local engagement and provide practical resources.

Members agreed that it is important to demonstrate successful local projects rather than simply tell people what they should do. Examples from Abbey Road and other local green spaces highlighted how relatively small changes can deliver significant biodiversity benefits over time.

Vicci suggested regular articles in Your Steyning Mag to promote practical actions and local success stories. Amy explained that Weald to Waves is keen to develop member stories and invited parish councils to share examples of successful projects from across the corridor.

There was discussion about engaging wider audiences, including gardening clubs, schools and residents who may not normally become involved in environmental initiatives. Members agreed that messaging should encourage a range of gardening styles and focus on helping nature rather than criticising existing approaches.

The possibility of bringing parish councils together across the Weald to Waves corridor to share ideas and examples of best practice was also discussed.

Melissa and Geoff will continue developing information on creating more resilient gardens, and Simon offered to lend Vicci a copy of the Sheffield biodiversity study to support this work. Vicci also suggested speaking to the local Gardening Club as another way of engaging residents.

5. Walking and Cycling Plan Priorities

Members received an update from the Sustainable Travel Committee's Steering Group.

Castle Lane crossing proposals are now with West Sussex Highways.

There was discussion about overgrown hedges affecting pedestrian safety across all three parishes. Members noted that no response had yet been received regarding previous correspondence. It was suggested that Victoria continue lobbying West Sussex County Council, while residents should also be encouraged to report issues directly using the County Council's reporting system.

Members agreed that hedge maintenance is an important part of improving walking routes and should form part of the wider Walking and Cycling Plan.

Improving access from Small Dole to the Downs Link remains a priority, and members were supportive of the current Walking and Cycling priorities being taken forward to the Sustainable Transport Committee.

6. Pedestrian Crossing at Church Street, Church Lane and Tanyard Lane

Members discussed proposals to improve pedestrian safety at the junction of Church Street, Church Lane and Tanyard Lane.

The proposed Community Highways Scheme must be submitted before the end of July. Leila, a local resident who has been working with West Sussex Highways to progress proposals for a pedestrian crossing at the junction, outlined the proposed improvements. These included widened footways, dropped kerbs and a central pedestrian refuge. Members noted that the proposals would not reduce the width of the carriageway.

There was discussion about whether only one Community Highways Scheme could be progressed by each parish each year. Members suggested retaining Steyning's existing priority of additional cycle parking while including the pedestrian crossing scheme within the following year's programme.

There was general support for the crossing proposals, subject to further discussion by the Sustainable Travel Committee and a final decision by Steyning Town Council.

Members also discussed whether elements of the scheme could potentially be delivered through a Traffic Regulation Order or by introducing lower-cost measures, such as coloured road surfacing or other traffic-calming measures.

7. Dates of Future Meetings

The following meeting dates were noted:

- 14 October 2026
- 13 January 2027
- 14 April 2027

8. Any Other Business

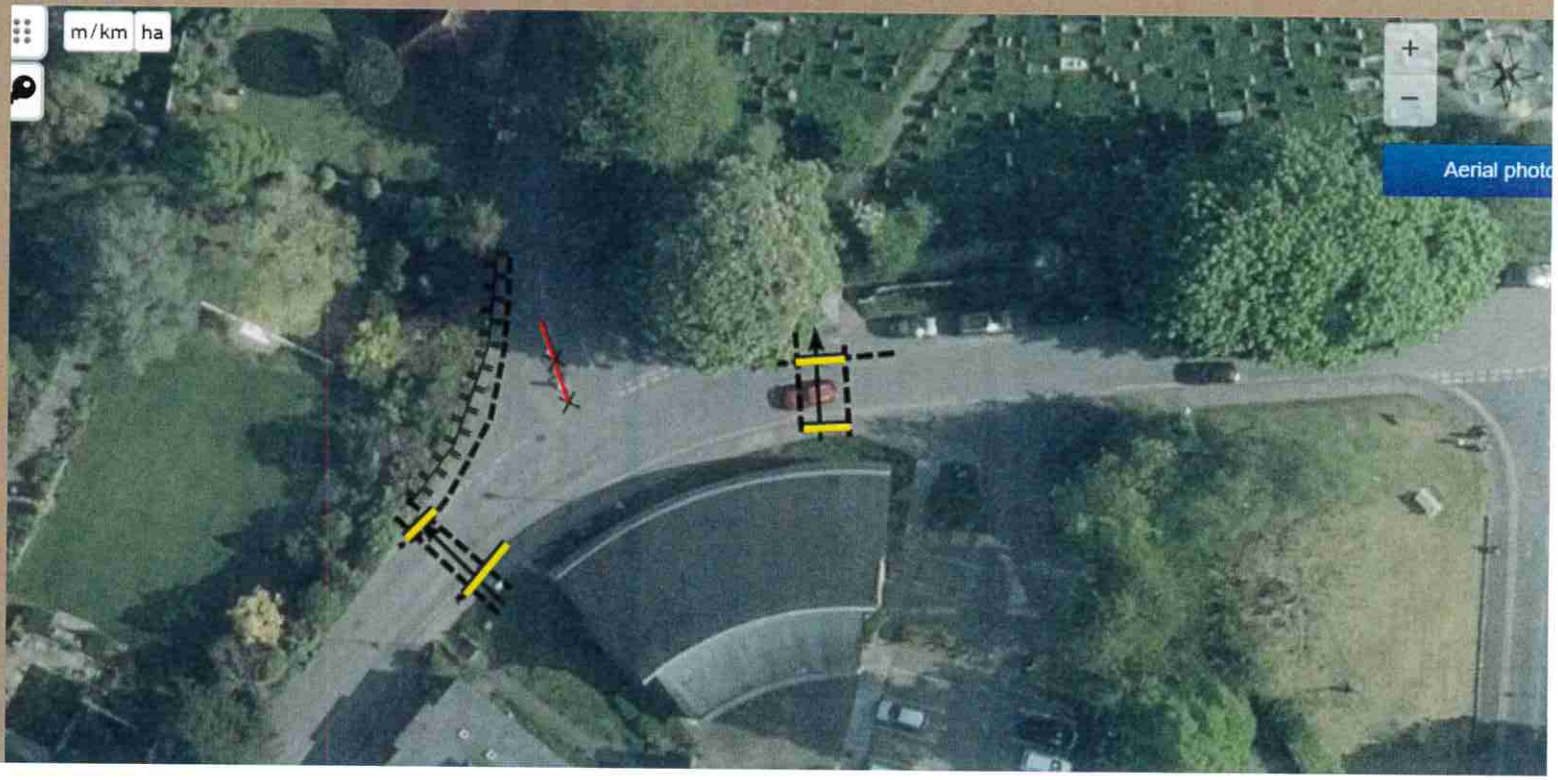
Carbon Literacy Training

Frank provided feedback on the Carbon Literacy course. He explained that, although some of the material was already familiar, he found the course worthwhile and recommended it for the learning opportunities, networking and practical ideas it provided.

Future Attendance

Members agreed that both Vicci and Geoff from Greening Steyning should be invited to attend future Joint Parishes Climate Action Group meetings and the terms of reference adjusted accordingly


m/km
ha
+
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m/km
ha
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Aerial photo

Quarterly Youth Provision Report
Reporting Period: April – June 2026



Executive Summary

This quarter has seen continued positive engagement across our youth provision, with young people accessing safe, welcoming spaces where they can develop confidence, build friendships and receive support from trusted youth workers.

Alongside delivering our regular sessions, we have continued to strengthen relationships with families, schools and partner organisations, ensuring young people receive early support where needed. Our relationship-based approach continues to encourage young people to seek help voluntarily and develop resilience through positive experiences.

Quarter at a Glance

Sessions Delivered
33 including 4 days over Easter

Total Attendances
339

Individual Young People Engaged
70

New Registrations
9

Young People Engaged:
56% male | 44% female

Partnership & Community Engagement Meetings

- Meeting with Southwater Youth Project re: working together
- Meeting with the Neighbourhood Wardens – planning for The Steyning Festival
- Meeting with Steyning Grammar School re: detached work pilot
- Presence at The Steyning Festival Warden's Day, Fletcher's Croft
- Networking at Upper Beeding Primary School Fayre

- Meeting with Steyning Downland Scheme re partnership work
- Networking at Upper Beeding Parish Council Meeting
- Meeting with the Community Fridge re partnership work
- Meeting with Places Leisure re: offering for summer activity week ’26

What We've Achieved

- Delivered consistent weekly youth provision.
- Maintained strong attendance and engagement.
- Welcomed new young people into sessions.
- Delivered activities promoting confidence, teamwork and wellbeing.
- Continued one-to-one support through informal conversations and trusted relationships.
- Strengthened partnerships with schools and community organisations.

Impact This Quarter





Our provision has continued to make a positive and meaningful difference to young people, families and the wider community. Through consistent relationship-based youth work, we have supported young people to build confidence, develop resilience and access trusted adults who can provide encouragement, guidance and early support.

Alongside our regular sessions, we have continued to strengthen partnerships, increase opportunities for young people and **develop pathways** that support their personal growth and future aspirations. The following feedback from a parent of one of our Primary Youth Club members, Young Person ‘T’, highlights the positive impact of this work — from building confidence and belonging for young people, to strengthening relationships with families, encouraging wider community involvement and creating opportunities for partnership working with schools;

“As I have been saying to you at the club I can not express enough how amazing finding you has been for T and us also .He has never had the confidence to join any clubs before and

from where we were at the start of him coming to try it out, stood in the doorway hardly able to come in to see now exited he now is on a Wednesday, for the coming Friday is just wonderful!

He has really gained confidence since joining and I find the way you and Nicky are with the children goes above and beyond anything we've experienced with any other club we have tried .The support nurturing and care you have shown has been huge to us and really stands out, encouraging him with a little job to do at the steyning festival and making him feel he could do it even when he was so nervous and then taking the time to write him a letter about it for school just highlights how wonderfully beneficial to the children this club is. I'm so happy to have found it.

T has made a new friend also through the club and we meet them regularly and have become good friends which has been great .

Please share our thoughts with everyone involved with the club and give a huge Thank you from us for doing such a fantastic job and for all the effort you all make.

We are very glad to have met such a lovely bunch of people!

Kind regards
(T's Mum)"

Young Person Spotlight – Young Person 'L'

From Participant to Positive Role Model *(Anonymous Case Study)*



Over the past quarter, we have seen the positive impact that consistent, relationship-based youth work can have on a young person's confidence, aspirations and sense of belonging.

One of our teenage members has engaged regularly with our youth provision and, through developing trusted relationships with youth workers, has grown in confidence and self-belief. Over time, they have become increasingly engaged within sessions and have expressed an interest in taking on a more active role within the club. The Teens session began with Young Person 'L' as the sole attendee. Rather than disengaging, they continued to attend week after week, patiently allowing time for relationships to develop and for the group to grow. Their commitment played an important part in establishing the strong foundation of the Teens provision we have today.

Recognising their strengths and willingness to support others, we are developing a volunteering pathway to enable this young person to progress from participant to volunteer. This will include completing safeguarding training, supporting our Junior Youth sessions and gaining valuable experience working alongside youth workers.

This opportunity is not only supporting their personal development but also providing them with transferable skills, increased responsibility and insight into potential future employment within youth work or other helping professions. This is particularly significant given the additional barriers many young people with autism face when entering the workplace.

Research shows that autistic people experience significantly lower employment rates than the wider population, with only around **3 in 10 working-age autistic adults in the UK being in employment**.

Creating opportunities for young people to gain confidence, develop skills and build positive work experiences at an early stage can play an important role in improving future employment outcomes.

Through this volunteering pathway, Young Person 'L' will have the opportunity to develop communication, teamwork, responsibility and leadership skills within a supportive environment, while gaining valuable experience that can contribute towards future education, training or employment opportunities.

This journey highlights the importance of youth provision as a space where young people are not only supported but empowered to contribute, lead and positively influence others.

Supporting Young People's Development

Young people continue to benefit from having a safe, welcoming environment where they can build friendships, develop confidence and access support through trusted relationships.

Key outcomes this quarter include:

- Young people have continued to develop confidence, self-esteem and resilience through regular engagement with youth workers and positive peer relationships.
- Sessions have provided opportunities for young people to practise social skills, independence and teamwork within a supportive environment.
- Staff have been trained in *Autism Awareness in Education* to support our increasingly neurodivergent Primary session.
- One of our Junior Youth members has grown significantly in confidence through continued encouragement and support. They have become more engaged within sessions, developed greater self-belief and have begun exploring opportunities to take on responsibility through volunteering.
- We have seen positive changes for a young person with autism by adapting our approach to meet their individual needs. By building on their interests, including

using comic-based conversations as a way to connect, alongside consistent encouragement and positive reinforcement, we have strengthened engagement, improved confidence and supported them to feel understood and valued within the group.

- A young person has chosen to share personal experiences and challenges with youth workers, including their ongoing journey around family relationships. This demonstrates the importance of having consistent, trusted adults and safe spaces where young people feel able to talk openly and receive support at their own pace.
- We have begun developing a volunteer pathway for one of our 16-year-old members, with the aim of supporting progression into future paid youth work opportunities. This will include safeguarding training, supporting Junior Youth sessions and involvement in our summer activity programme.

Strengthening Partnerships & Community Support

We have continued to develop strong relationships with local partners, creating a more connected network of support around children, young people and families.

Achievements this quarter include:

- Securing a six-week pilot with **Steyning Grammar School** (Shooting Fields site) to deliver detached youth work from September 2026. This will enable us to engage with young people in a more informal setting, particularly those who may not access traditional support services.

  As part of the preparation for this pilot, we will work closely with the school to agree safeguarding procedures, information-sharing processes and recording systems, including appropriate access to CPOMS, ensuring any concerns or disclosures are recorded and managed in line with school safeguarding processes.

- Establishing a local partnership network involving the Family Worker, Steyning Downland Scheme, Neighbourhood Wardens, the Library Service and Family Support Work (The Sussex Charity for Children). This group aims to strengthen communication, share resources and identify opportunities for collaborative working.
- Developing stronger relationships with local wardens and the wider community partnership network, resulting in practical support for youth activities. Through collaboration with the **Steyning Community Partnership**, our summer excursions have been able to operate under their affiliate membership, enabling access to a community minibus and DBS-cleared driver support. This partnership has helped remove transport barriers and create opportunities for young people to access experiences further afield that may not otherwise have been possible.
- Agreeing a partnership with the Family Worker at Steyning Parish Church to launch a **Dungeons & Dragons group** from September. This will provide a creative and

inclusive opportunity for young people to develop communication, problem-solving, teamwork and social confidence.

- Establishing new referral pathways with **Family Support Work (The Sussex Charity for Children)** and **The Mix**, enabling young people and families to access additional support where appropriate.

Expanding Opportunities & Developing Provision

We have continued to invest in the development of our youth provision and create new opportunities for young people.

This includes:

- Securing **SAFeR Steyning Area 1st Responders** for September 2026, strengthening our knowledge and practice around supporting young people safely.
- Applying for a range of funding opportunities to support the sustainability and growth of our provision, including for soundproofing of our Upper Beeding base.
- Successfully securing **£450 from The Steyning Society**, which will fund the purchase of an iPad for our Primary and Teens sessions. This will provide young people with access to research tools, homework support and digital learning opportunities.
- Expanding our summer activity programme to include excursions and new experiences for young people, providing opportunities that may not otherwise be accessible to all members of our community.
- Recognising the importance of creating dedicated opportunities for our girls within the club, we are introducing a female-led skateboarding workshop as part of our summer programme. Through listening to our young women and understanding their interests and needs, we aim to create spaces where girls feel represented, encouraged and confident to try new activities.

  We know that girls can sometimes face barriers to participation in traditionally male-dominated activities, whether through confidence, fear of judgement or lack of positive role models. By providing a female-led environment, we are helping to challenge those barriers, build self-belief and encourage our girls to take risks, develop new skills and recognise their own capabilities. This is part of our wider commitment to ensuring all young people feel included, valued and able to participate fully within our youth provision.

Partnerships Developed This Quarter

- Families
- Local schools
- Community organisations
- Support agencies
- Local services

As our youth provision continues to grow, we are experiencing increased demand and a number of operational challenges which require ongoing development and investment.

Staffing Capacity & Recruitment

- Our biggest ongoing challenge is building a sustainable staffing model. The majority of our team are currently employed on casual contracts, with only one member of staff on a contracted basis. This can create challenges around consistency, availability and capacity, particularly during busy sessions.
- Some sessions are now supporting up to 27 young people with a team of three staff members, which can be demanding when responding to increasingly complex behavioural, emotional and additional support needs. Maintaining a safe, inclusive environment while providing meaningful engagement for all young people remains a priority.
- We are continuing to explore ways to strengthen our workforce, including developing a volunteer pathway and creating opportunities for young people to progress into volunteering roles.

Session Environment & Resources

- Creating suitable spaces for youth work continues to be a challenge. At Junior Youth Club, the current venue setup and acoustics can make it difficult to provide quieter conversations, focused activities and smaller group work.
- Following our recent session supported by the Manta Ray Trust, we identified that improved acoustics and sound management would significantly enhance the environment for young people and staff. We are therefore exploring fundraising opportunities to support soundproofing improvements at our base.

  We have explored alternative spaces, including the village hall, however moving young people away from their established social groups and friendship networks has proved challenging. We will continue to review venue options that balance accessibility, safety and the needs of young people.

Meeting Increasing Need

- Demand for places continues to increase, with our Junior Youth session reaching capacity and creating waiting lists.
- We are seeing a growing level of emotional, behavioural and wellbeing needs among young people, requiring more individual support and tailored approaches from youth workers.
- Developing additional capacity will allow us to continue offering high-quality relationship-based youth work while ensuring young people receive the level of support they need.

Despite these challenges, the team remains committed to providing safe, inclusive and impactful youth provision. The challenges identified this quarter also highlight opportunities for future development, including strengthening staffing capacity, expanding our volunteer base and improving our physical spaces.

Looking Ahead

Our priorities for the next quarter are:

- Continue delivering high-quality youth provision.
- Develop partnerships with local schools.
- Expand detached youth work opportunities.
- Support young people through summer activities and transitions.
- Continue evaluating impact and responding to emerging needs.
- Recruit another Youth Support Worker.
- Develop life skills within our teens group such as navigating public transport, ordering food and drinks in community settings, managing money, building confidence in social situations, and developing independence through supported activities such as visiting local pubs and community venues with guidance from youth workers.

Thank You

Thank you to our staff, partner organisations and families for their continued support. Together we are helping young people feel safe, connected and empowered to achieve their potential.

Report | June 2026



Monthly Summary Report

Overview - A busy month behind the scenes

June has been another productive month for the Youth Service, with a real focus on developing partnerships, creating new opportunities for young people planning exciting future projects!

We enjoyed supporting the Steyning Festival Warden's Day with a youth engagement stand, complete with games and a 'Guess the Number of Sweets' competition, sponsored by The Sussex Grocer. It was a great opportunity to meet families and raise awareness. One of our members created an excellent PowerPoint presentation all about youth club, which we hope to share at a future meeting as a wonderful example of young people's voice and participation.

A small group of our young people volunteered to support the Pop-Up Planetarium (see photo above), taking on responsibilities such as ticketing and welcoming visitors. Their commitment was entirely voluntary, and we were delighted to send letters to their schools recognising the responsibility and community spirit they demonstrated.

We also attended the Upper Beeding Primary School Summer Fair, where we spoke to many local families, including some who were hearing about the youth service for the first time. It was lovely to hear memories from residents about the days when youth club operated from a bus on Steyning High Street. Several of our young people also ran their own successful enterprise stalls at the fair, including a fantastic 3D printing business run by two of our regular members.

We were thrilled to receive a £500 grant from the Steyning Society, which will be used to purchase an iPad to support homework, research and digital learning opportunities for both our primary and senior youth clubs.

We also attended the Upper Beeding Parish Council meeting, where we made a valuable connection with Mr Timmons, Headteacher at Steyning Grammar School. This has already led to a meeting at the school and the development of a proposed 6 week detached youth work pilot, offering a weekly lunchtime and after-school session with appropriate safeguarding arrangements and regular feedback to the pastoral team. We are excited about the opportunity to strengthen support for young people within the school environment.

Alongside this, we submitted a funding application to the Police Property Act Fund (PPAF) to support our family sports celebration event at the end of July.

Planning has also continued for our Youth Activity Week in August, with some excellent new partnerships developing, including further work with our local Neighbourhood Wardens.

Looking ahead to September, we are delighted to be supporting the launch of a new Dungeons & Dragons group in partnership with the Family Worker at Steyning Parish Church, creating another inclusive space where young people can build friendships, confidence and creativity.

Thanks for your support in reading our report!

Vicky

Lead Youth Worker



	Primary Youth	Junior Youth	Teens
04/05 June	2	26	9
11/12 June	4	25	7
18/19 June	4	Cancelled due to staff sickness	5
25/26 June	2	Cancelled due to extreme heat	4

Primary Youth Club 6-11 yrs

Attendance at our Primary Youth Club has been lower this month, and we are keen to welcome new members to help grow the group. The club has organically evolved into a supportive space for neurodivergent children, with the majority of attendees having additional needs.

We welcomed one new member this month, and families continue to be incredibly complimentary about the inclusive support their children receive.

It has been lovely to see the friendship between two of our regular members continue to flourish, highlighting the positive relationships being built through the club.

We have also made some valuable new parent connections, including one parent who works in Youth Justice and has expressed an interest in supporting our detached youth work.

The group is very much open to new members, and we look forward to welcoming more families over the coming months.

Teen Youth Club 13yrs+

Our Senior Youth Club has seen good attendance this month, although numbers dipped during the exam period and around prom events. As expected, these commitments temporarily affected attendance, but engagement from regular members has remained strong.

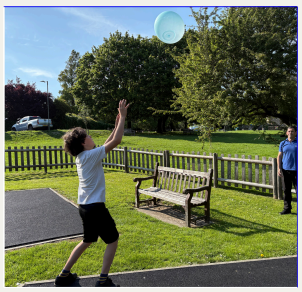
The group is currently going through a significant transition as older members from our junior club begin moving into the senior provision, with four young people trialling sessions so far.

Understandably, both staff and young people are adapting to the changing group dynamics as new members settle into the more mature environment, and we are supporting this process carefully.

We are also delighted that one of our 16-year-old members has expressed an interest in volunteering with the Youth Service.

This is a fantastic example of progression, with the aim of supporting him into a paid youth work role in September.


Surviving the heatwave at Primary Club!


Primary Club at Fletcher's Croft park.


Celebrating Autistic Pride Day at Teens Club


New members at Teens Club

Junior Youth Club

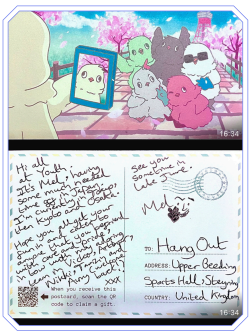
Our Junior Youth Club continues to be our busiest provision, with attendance remaining consistently high despite some challenges with staffing levels and the recent heatwave.

The popularity of the club remains unchanged, and with the warmer weather we have made good use of the park. We were delighted to welcome two new members this month through word of mouth, demonstrating the club's continued positive reputation within the community. Young people have also been thoroughly enjoying our new tuck selection from Bookers, which has been a real hit.

Our young people particularly enjoyed hearing about Youth Worker Mel's recent travels to Japan, sparking lots of curiosity about different cultures.

We have supported a small number of young people in navigating changing friendships and relationships, maintaining a non-judgemental approach that has helped reinforce the trust young people place in our youth workers.





Reading Mel's postcard from Japan!

Summer Youth Activity Programme Proposal

- **Monday 17 August** – The Skate Club Introductory Workshop and design your own skate deck – Small Dole Skate Park. Focus on female empowerment.
- **Tuesday 18 August** – Excursion to Chessington World of Adventures
- **Wednesday 19 August** – Day at Steyning Downland Scheme
- **Thursday 20 August** – Allotment project at Upper Beeding with Grafitti Artist designing a mural.
- **Friday 21 August** – Trip to Gatwick Aviation Museum

All of the above is currently being costed and priced up, with proposed charges to families to be ready for discussion at the JPYC Committee meeting on 14 July. We have a number of budding aviation enthusiasts across two groups and would like to build on this interest through the visit to Gatwick Aviation Museum.

We are grateful for the support of the Wardens who have volunteered to drive buses for our excursions.

We are also exploring an additional sleepover opportunity ('Kip in a Ship' 12 August), which would offer valuable benefits in terms of independence, social development and extended experiential learning for our youth.

Goals for July 2026

Youth Development

Continue to look into ID membership options for club members.
Enrol our young person onto volunteering scheme and run a Case Study.
Develop the online youth group offer, consulting with staff, families, and young people.
Obtain approval from Joint Parish Youth Committee for our new name: *The Hangout* on 14 July.

Quality and Safety

JPYC Chair to sign off our outstanding Drugs Policy so staff can confirm they understand our policies.
Team to have completed First Aid training. Supervision meetings completed.
Safeguarding Training to be scheduled.
Recruit x1 additional Youth Worker – suggestions welcome on how to attract casual workers.

Community & Engagement

Evaluate impact of our input at the Steyning Festival Family Fun Day..

Engagement Growth

Increase attendance at Primary club through targeted activities and outreach.



Please join us on **Thursday 23 July** at Upper Beeding Memorial Fields, for our annual Youth Family Celebration Event from 4:30 – 7pm.

All families, local councillors and staff very welcome.

MEETING OF THE JOINT PARISHES YOUTH COMMITTEE

AT THE STEYNING CENTRE, TUESDAY 14TH JULY - AT 6.00 PM.

Members in attendance: Cllrs S. Alexander (Chairman), F. Heaver, H. Bayford, S. Teatum, A. Sharp, S. Linfield, Lead Youth Worker – Vicky Heales.
Clerks in Attendance: J. Fullbrook - Clerk for Steyning TC and the JPYC
L. Poole - Deputy Clerk for Steyning TC
Members of Public in attendance: 0
Meeting Commenced: 6.00pm

DRAFT MINUTES

1. ELECTION OF CHAIRMAN & VICE-CHAIRMAN – to elect a Chairman & Vice-Chairman for the municipal year.
Cllr Alexander was nominated for Chairman. Cllr Bayford **proposed, seconded by** Cllr Teatum that Cllr Alexander be Chairman. **Agreed 5 for, 1 abstention.**

Cllr Bayford was nominated for Vice-Chairman. Cllr Teatum **proposed, seconded by** Cllr Heaver that Cllr Bayford be Vice-Chairman. **Agreed.**

2. APOLOGIES FOR ABSENCE
Apologies received from Steve Keogh.

3. QUESTIONS FROM THE FLOOR
None.

4. MINUTES OF LAST MEETING
4.1 Cllr S Alexander **proposed, seconded by** Cllr Bayford to accept the minutes of the meeting held on the Thursday 5th February 2026 as a true and fair record. **Agreed 5 for, 1 abstention.**

5. MATTERS ARISING
5.1 Communications Policy – Update on draft progress and feedback from staff.
The Chairman brought Agenda Item 6.4 (Youth Club Renaming) forward so that the agreed name could be incorporated into the draft Communications Policy.
Following consideration of Item 6.4, Members returned to the Communications Policy.
They welcomed the draft policy and agreed the following amendments:

- References to the Joint Parish Youth Club should be updated to '*The Hangout'* following the agreed name change.
- A statement should be included confirming that offensive, abusive or inappropriate communication will not be tolerated.
- References to parish council funds on page 4 should be removed.
- 'Lead Youth Worker approval required' on page 4 should be amended to include 'and/or JPYC approval required'.
- Changes to policies and procedures should be referred to the Joint Parishes Youth Committee and, where appropriate, remain subject to approval by the participating councils.

- An organisational chart should be included to show the reporting structure between the participating councils, the Committee, the Lead Youth Worker and staff.

Members agreed that existing policies would be updated with the new branding as they came forward for review.

Cllr Alexander **proposed, seconded by** Cllr Bayford that authority be given for the clerks and Lead Youth Worker, subject to the above amendments, to circulate the draft communications policy to all youth staff. **Agreed.**

6. YOUTH SERVICE MATTERS

6.1 KPI Update - To review and agree any proposed KPIs.

It was noted that a meeting between the Lead Youth Worker and her line manager would be arranged and draft KPIs brought back to a future meeting for consideration.

6.2 Youth Service Reports - To receive the quarterly and monthly reports.

The Committee received the quarterly and monthly Youth Service Reports.
Members welcomed the reports and commended the improved reporting, which clearly demonstrated the activities being delivered and outcomes achieved.

6.3 Summer Youth Activity Week - To receive an update and consider any actions.

The Lead Youth Worker presented proposals for the Summer Activity Programme.
Members considered proposals for:

- 12 August – HMS Belfast "Kip in a Ship" overnight experience for up to 12 young people accompanied by three members of staff.
- 17 August – Girls' Skateboarding Workshop at a fee of £25 per person.
- 18 August – Chessington World of Adventures at a fee of £45 per person, with Brighton as an alternative activity.
- 19 August – Wood Carving at the SDS site at a fee of £15 per person.
- 20 August – Allotment activities in Upper Beeding at a fee of £15 per person.
- 21 August – Gatwick Aviation Museum at a fee of £15 per person.

The overnight HMS Belfast experience would cost approximately £100 per participant. Members discussed subsidising the activity using the remaining Police and Crime Commissioner (PCC) funding, with a contribution from families of £50 for each child.

Cllr Alexander **proposed, seconded by** Cllr Heaver that the Summer Activity Programme and associated charges be approved. **Agreed.**

Cllr Alexander **proposed, seconded by** Cllr Linfield that the remaining PCC funding be used towards the HMS Belfast overnight experience and the wood carving activity. **Agreed.**

Cllr Alexander **proposed, seconded by** Cllr Bayford that an overnight rate of £100 be approved for staff required to stay overnight for the HMS Belfast activity and that authority be delegated to the Lead Youth Worker to coordinate food arrangements for both staff and young people attending the overnight visit. **Agreed.**

6.4 Youth Club renaming - To consider options and agree a preferred name.

Members noted that young people attending the youth club had selected *The Hangout* as their preferred club name.
Cllr Alexander **proposed, seconded by** Cllr Bayford that the Joint Parish Youth Club be renamed *The Hangout.* **Agreed.**

Cllr Alexander **proposed, seconded by** Cllr Sharp that authority be delegated to the Lead Youth Worker to work with the young people during the Youth Activity Week to design a logo for The Hangout. **Agreed.**

7. FINANCIAL MATTERS

7.1 Update from SPC Clerk on Youth Services Financial position.

The STC Clerk presented the updated Youth Service budget monitoring report and explained the revised budget headings, current expenditure and income position.

Members welcomed the clearer presentation of the budget, noting that it provided greater transparency regarding Youth Service finances**.**

8. A.O.B / CORRESPONDENCE / INFORMATION

None.

9. CONFIDENTIAL SESSION –

Cllr S Alexander **proposed, seconded by** Cllr Sharp to resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under agenda item 10 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed.**

10. STAFFING AND CONTRACTUAL MATTERS

10.1 Youth Staffing Arrangements – To discuss staffing cover.

The Committee considered proposals relating to staffing and future recruitment.

The Lead Youth Worker updated Members on a 16-year-old young person who wished to volunteer with the Youth Service. Members welcomed the proposal and agreed that appropriate guidance should first be sought regarding volunteer arrangements for under-18s.

Cllr Alexander **proposed, seconded by** Cllr Linfield that authority be delegated to the Lead Youth Worker to liaise with Dan Fairchild at Horsham District Council regarding the development of an appropriate volunteer policy and recruitment process for young volunteers. **Agreed.**

Cllr Alexander **proposed, seconded by** Cllr Sharp that authority be delegated to the Lead Youth Worker to recruit additional casual youth workers and volunteers and that a recruitment and publicity budget of up to £300 be approved. **Agreed.**

11. DATE OF NEXT MEETING – TBC

The meeting closed @ 7:39pm.

Signed ……

Chairman Joint Parishes Youth Committee